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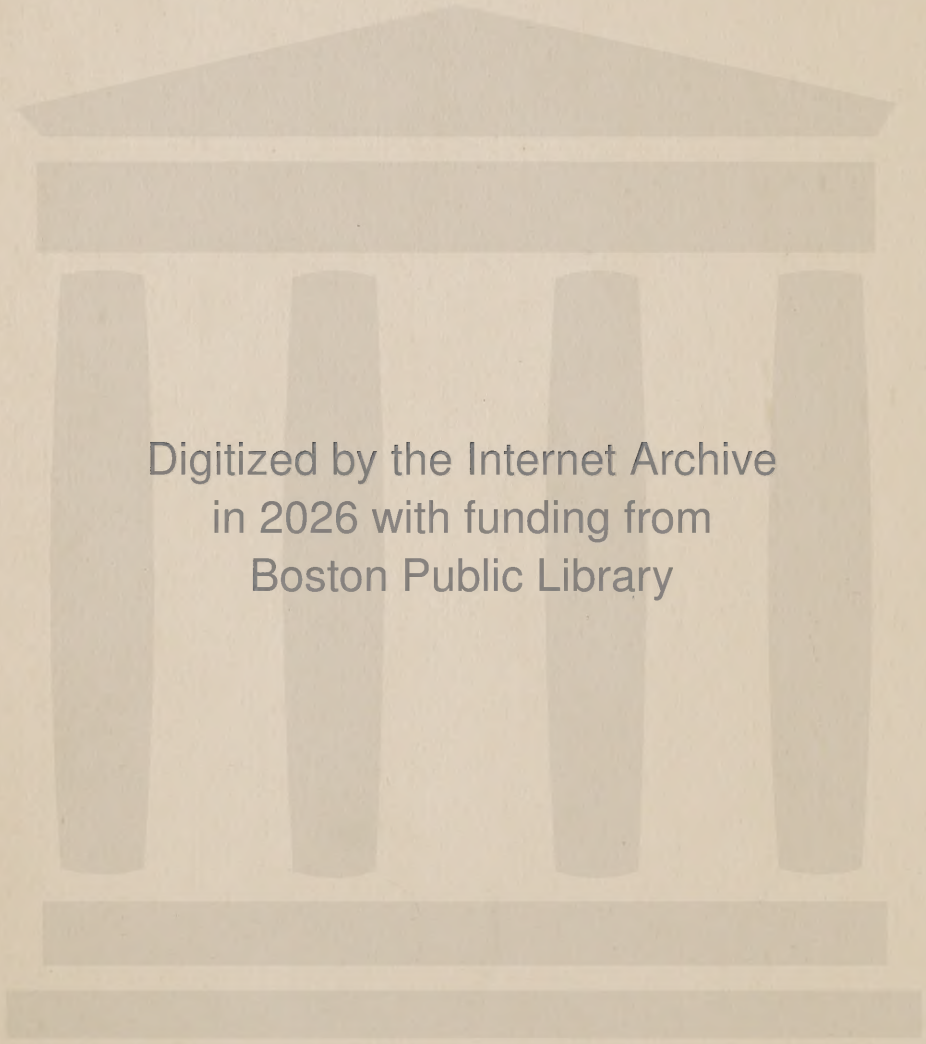
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A regular meeting of the Board of Trustees of Robbins Library was held at the library on November 4, 1941 at 7:15 P. M. There were present Miss M. Helen Teele, Mrs. Sarah R. Vaughn, Mr. Edward H. Kittredge, Mr. Arthur J. Wellington and Mr. Francis Keefe. The minutes of the last meeting were read and approved.

Bills in the amount of $2861.73 were approved.

The question of the proposed capital budget and its relationship to the Library was discussed. It was voted to authorize the Secretary to write to the Board of Selectmen relative to the position of the Library Trustees in this matter, which, at present is to the effect that the Trustees are not in a position to determine at this time what their future capital expenditures will be.

The question of the wire fence around the Heights Branch of the Library was discussed and the Secretary was authorized to make arrangements to have such a fence erected by the Security Fence Company of Somerville, Mass.

Mrs. Spofford, the Librarian, made her usual monthly report and brought up the question of a letter from Mrs. Louise C. Gurney, to which letter the Secretary was authorized to reply in behalf of the Trustees.

A letter from the Adjutant General of the First Corps Area thanking the Trustees for a gift of books to the men in service was read by Mrs. Spofford.

It was decided to have the meeting on the budget for 1942 on Tuesday evening, November 25, 1941 and the next monthly meeting of the Trustees on Tuesday, December 9, 1941.

Respectfully submitted,

Francis Keefe
Secretary.

A meeting of the Trustees of Robbins Library was held at the Library on Tuesday evening, November 25, 1941 at 7:15. All the trustees were present.

The budget for 1942 was discussed at some length with particular reference to a 10% increase in salaries for the employees.

Mrs. Spofford, the Librarian, agreed to furnish a list of the present salaries for the convenience of the Board.

Respectfully submitted,

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on December 9, 1941 at 7:15 P. M. All the Trustees were present. The minutes of the last meeting were read and approved.

It was voted that all books and periodicals purchased for the months of November and December were to be paid for out of trust funds.

It was also voted that the bill for the erection of a fence at the Dallin Branch of the Library at Arlington Heights in the amount of $217.00 be paid out of trust funds.

Bills in the amount of $3172.89 were approved.

The following salary increases were recommended and approved for submission to the Town Meeting:

Mrs. Spofford	$400.00
Miss Sampson	100.00
Mrs. Montague	100.00
Mrs. Erskine	60.00
Miss Gannett	100.00
Mrs. Fuller	100.00
Miss Favreau	60.00
Miss Smith	30.00
Miss Santoliquido	60.00
Miss Campbell	100.00
Miss Anderson	100.00
Miss Macaulay	60.00
Miss MacGillivray	60.00
Mr. Sullivan	60.00
Mr. Capes	$ 30.00

It was announced that the Selectmen had donated to the Library an old bible formerly the property of Nathan Robbins.

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on January 6, 1942 at 7:15 P. M. All the Trustees were present. The minutes of the last meeting were read and approved.

A sub-committee of the Finance Committee was present to discuss the Library's proposed budget for 1942. The sub-committee consisted of Messrs. Young, Broderick and Hines. The question of the proposed salary increases called for by the budget was gone into in detail.

The report of Kathryn M. Achuff, Curator of the Robbins Print Collection, was received and read.

A communication from Elizabeth J.Newton, Librarian Emeritus, was read.

Bills in the amount of $2574.14 were approved.

Mrs. Spofford made her usual report and brought to the attention of the Trustees the fact that an intensive drive is being made to provide books and magazines for the men in service. Mrs. Spofford has been appointed Director for the Town of Arlington in connection with this drive and requested the co-operation of the Trustees. A committee composed of Miss Teele and Mrs. Vaughn was authorized to co-operate with Mrs. Spofford in furtherance of the drive.

Mrs. Spofford also discussed the question of air raid precautions and it was agreed that she should communicate with the air raid warden for her district to get such advice as may be necessary to meet such a situation.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on February 10, 1942 at 7:15 P. M. The following trustees were present: Miss M. Helen Teele, Arthur J. Wellington, Edward H. Kittredge and Francis Keefe. The minutes of the last meeting were read and approved.

Mr. Wellington reported upon a communication received from the Tax Payers' Association relative to the curtailment of the annual report of the trustees in the interests of economy of paper. Inasmuch as the report had already been prepared and filed no action was taken on this letter.

Upon motion duly made and seconded it was voted that the sum of $124.13 be spent for mat board for the use of Mrs. K. M. Achuff, the Curator of the Art Collection, in connection with her work, the said sum to be spent from the $2000.00 special fund and to be spent in accordance with the letter of Mrs. Achuff submitted to the trustees.

Mrs. Lucinda M. Spofford, the Librarian, made her usual report and brought to the attention of the trustees that Mr. Capes, janitor of the Heights Branch of the library, had resigned and that Mr. O'Neil, who had charge of the transportation of books between the various libraries, had likewise resigned. Mrs. Spofford submitted a list of civil service applicants for these positions and it was agreed that Mr. Philip J. McMahon of 243 Florence Avenue, Arlington, be appointed to fill both positions.

Bills in the amount of $3308.63 were approved.

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on March 3, 1942 at 7:15 P. M. The following trustees were present:

Miss M. Helen Teele, Mrs. Sarah R. Vaughn, Arthur J. Wellington, Edward H. Kittredge and Francis Keefe.

The minutes of the last meeting were read and approved.

Mrs. Spofford made her monthly report and submitted a request from Mr. Landis, Chairman of the Office of Civilian Defense, asking for a library shelf devoted to defense information.

The purchase of a new record book for the Secretary was approved.

Mrs. Spofford made a report of progress with respect to air precautions.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on April 7, 1942 at 7:15 P. M. All of the trustees were present. The minutes of the last meeting were read and approved.

Bills were approved in the amount of $3339.28.

It was voted that Miss M. Helen Teele prepare a memorial in connection with the death of the late Chairman of the Board of Trustees, Arthur J. Wellington.

It was voted that flowers be sent to Miss Virginia Wellington, daughter of the late Arthur J. Wellington.

The matter of appointing a new Chairman and a new member to fill the vacancy was discussed and postponed for later consideration.

It was voted to increase the salary of the Librarian, Mrs. Lucinda F. Spofford, from $2600.00 per annum to $3000.00 per annum, retroactive to January 1, 1942.

It was voted that a rule be established and enforced against smoking in the library building.

It was voted that two flags be provided to be set on the sidewalk in front of the library building.

It was voted that a full month's vacation was to be available only to those employees of the library who have been in service of the library for at least five years.

Mrs. Spofford gave her regular monthly report.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on May 5, 1942 at 7:15 P. M. All of the trustees were present. The minutes of the last meeting were read and approved.

Miss Virginia Wellington, daughter of the late Arthur J. Wellington, sent a gracious note of acknowledgment, expressing appreciation for the flowers sent to her by the Board of Trustees subsequent to the time of her father's death.

Miss M. Helen Teele read a tribute to Mr. Wellington prepared by her and it was moved and unanimously voted that this tribute be spread on the records of the meeting; that a copy be sent to Miss Virginia Wellington and that the tribute be embodied in the annual report of the Trustees.

Bills in the amount of $3102.53 were approved.

There was a general discussion of possible nominations to fill the vacancy occasioned by the death of Mr. Wellington.

Mrs. Spofford gave her monthly report and informed the Board that she had received the resignations of two of the employees of the Library, namely, Miss Louise Campbell, effective as of May 23, 1942, and Miss Jeanette Andersen, effective as of July 1, 1942. The Secretary was instructed to acknowledge these resignations.

There was a discussion of general matters pertaining to the Library.

Respectfully submitted,

Frances Keefe

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on June 2, 1942 at 7:15 P. M. The following trustees were present:

Miss M. Helen Teele, Edward H. Kittredge, Frederick W. Hill and Francis Keefe.

The minutes of the last meeting were read and approved.

Upon motion duly made and seconded it was unanimously voted that the Town Treasurer or the Assistant Town Treasurer, accompanied by any one of the trustees of Robbins Library, shall have access to the safe deposit box of the library located at the First National Bank in Boston being designated as "Library Funds A 9187".

Upon motion duly made and seconded it was unanimously voted that the Town Treasurer or the Assistant Town Treasurer, accompanied by any one of the trustees of Robbins Library, shall have the authority to make withdrawals from any of the library funds deposited in the Arlington Five Cents Savings Bank.

Mr. Hill brought forward the request of Judge John G. Brackett that the service inductees from Local Board #4 have access to the Library Hall on induction days while awaiting transportation to the induction centre. The trustees agreed that this should be done and arrangements were made with Mrs. Spofford with that in mind.

Bills in the amount of $2483.71 were approved.

Mrs. Spofford gave her usual monthly report.

It was unanimously voted to paint the grills, the railing and the door to the Children's Library and also to paint the door of the Library at the Heights.

It was further unanimously voted that the library be closed all day Wednesdays during July and August, 1942.

It was further unanimously voted to ratify Mrs. Spofford's offer to Miss Miriam H. Wight of Dalton, Mass. offering her a position in the library at the rate of $1200.00 a year.

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on July 7, 1942. All of the Trustees were present. The minutes of the last meeting were read and approved.

It was moved, seconded and unanimously voted that Mr. Edward H. Kittredge be appointed Chairman of the Board and he assumed the Chair.

Miss M. Helen Teele read a statement from Kathryn W. Achuff, outlining her duties as Curator of the Robbins Print Collection.

Mrs. Lucinda F. Spofford, the Librarian, gave her monthly report and remarked upon the increase in circulation, especially in the technical books.

There followed a discussion on the possibility of converting the heating system to the use of coal from oil and Mrs. Spofford was authorized to have an examination of the heating system made to see if the conversion is possible.

It was voted that George A. Capes of 4 Beck Road, Arlington, former janitor at the Heights Branch, be given a leave of absence from his duties, provided that it could be done without conflict with the Civil Service Laws. The Secretary was authorized to investigate such a leave of absence with reference to the Civil Service Laws.

It was unanimously voted that the use of the basements at the Robbins Library and the Dallin Branch on Park Avenue, Arlington be given to the Committee on Public Safety in case of public need.

It was voted that no meeting of the Board of Trustees be held during the month of August, 1942.

Respectfully submitted,

Frances Keefe

Secretary

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on September 8, 1942 at 7:15 P. M. All of the Trustees were present. The minutes of the last meeting were read and approved.

Bills in the amount of $2287.99 were approved.

A communication from Paul H. Mossman, Director of Protection and Shelters, addressed to the Trustees, was read. The letter requested the right to have keys available at all times for the air raid shelter rooms in the Robbins Library and the Dallin Branch so that the shelters would be open to the public regardless of whether or not the libraries were open. The Trustees discussed the matter at length and were agreeable to permitting the use of such keys provided that adequate police protection was available at the times of such use; that the keys be in the hands of responsible persons when in actual use and that the keys be kept at the Police Station on Central Street, Arlington when not in actual use. The Trustees also required that the rooms be segregated from the rest of the libraries.

It was voted that Mrs. Lucinda F. Spofford, the Librarian, be present at all future meetings of the Board of Trustees.

Mrs. Vaughn made reference to the working habits of the janitor, Philip F. McMahon, at the Heights Branch and expressed displeasure at the manner in which the work was being done, citing among other things, the untidiness of the grounds.

Mrs. Spofford gave her usual monthly report in which she stated that the circulation was good during the past summer, especially among the children and that the children's group was larger than ever.

The question of hospital library service at the Symmes Arlington Hospital was discussed. The plan proposes that books be brought to the hospital once a month for use by the patients there. It would require the services of a librarian for two hours a day, one day each week. It was voted to try this plan for six months.

The question of converting the heating system to coal was discussed at some length and Trustee Frederick W. Hill read a letter from the Blake Electric Manufacturing Company, whose engineer had made a survey of the heating system at the library. He stated that the conversion could be made at a price between $1450.00 and $1485.00 provided that they did not run into unusual working conditions such as water, ledges, pipes or other obstructions. The Trustees agreed that for the present at any rate, because of the difficulties and the price involved, nothing should be done but that all economies possible in connection with the use of oil should be practiced. It was thought best to await the recommendation of the Selectmen who have been making a survey of this particular matter.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on October 6, 1942 at 7:15 P. M. Present were Mr. Kittredge, Mr. Hill, Miss Teele and Mrs. Vaughn. In the absence of the Secretary the report of the last meeting was read by the Chairman and approved. Mrs. Spofford, the Librarian, was asked to keep the minutes of the meeting.

Bills were approved in the amount of $2682.65.

Report of progress was made on the matter of service to the Symmes Hospital.

Fuel supply and ways to conserve heat were discussed. It was voted to put double windows on the catalogue room and one window in the Librarian's office. Figures were received from the Arlington Hardware Co., 665 Mass.Avenue, Arlington and from John E. Allen & Co., 16 Mill Street, Arlington. By vote the contract was given to John E. Allen & Co. for six special storm windows, $48.00, plus $24.00 for painting with two coats and erecting; one window for office $5.00 plus $3.00 for painting and erecting. Total $80.00.

It was also voted to give the contract for an inside vestibule to E. J. Davis and Son, 16 Mill Street, Arlington for $264.00, subject to the approval of the Town Accountant; the vestibule to be of pine, stock door; the finish of stain and shellac and to be built according to drawings previously presented to the Board.

Regrets were expressed at the death of Dr. Charles J. Walsh, a former Trustee, and it was thought fitting that resolutions be written for the records by the Secretary.

The quality of work and hours of work of the janitor at the Dallin Branch, Mr. Philip McMahon, was reported upon by Mrs. Vaughn and the Librarian. Inasmuch as Mr. McMahon had been to the office of the Secretary it was thought best to await further action on the judgment of Mr. Keefe.

The Librarian reported an increase in the use of technical books. She also reported that the meeting of the Charles River Library was to be held on October 28, 1942 at the Robbins Library.

The Librarian also reported on the readiness of rooms for air raid shelters at the main library and Dallin Branch, with precautions taken for closing the rest of the building from the public.

Respectfully submitted,

Lucinda F. Spofford
Librarian

For the Secretary.

A regular meeting of the Board of Trustees of Robbins Library was held at the library on November 3, 1942 at 7:15 P. M. All of the trustees were present. The minutes of the last meeting were read and approved.

Mrs. Spofford reported that the contract with E.J. Davis & Son of 16 Mill Street, Arlington for the building of an inside vestibule in the main library in the amount of $264.00 had been approved by the Town Accountant.

Bills in the amount of $2760.97 were approved.

Mrs. Spofford presented a letter from the Town Accountant requesting a detailed estimate of the budget requirements for 1943.

Mrs. Spofford also presented a letter from the Massachusetts Wharf Coal Company relative to the oil situation. It was decided to turn over the oil coupons of the library to the Massachusetts Wharf CoalCompany to be held by that company and detached as they met the oil requirements of the library.

Mrs. Spofford gave her usual monthly report and outlined the program for Good Book Week which was to begin November 15, 1942.

There was some further discussion of the oil situation.

It was decided that the next meeting should be held December 8, 1942.

Respectfully Submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on December 8, 1942. All of the Trustees were present. The minutes of thelast meeting were read and approved.

Bills in the amount of $3260.27 were approved and bills of the Robbins Art Fund in the amount of $98.98 were approved.

It was unanimously voted that a sum not to exceed $1000.00 be taken from the Trust Funds to pay bills, other than salaries, for the month of December, 1942.

There was a discussion relative to the fuel oil situation in which it was brought out that the Library had been granted 12,250 gallons in comparison with the 19,000 gallons used in the 1941 season. It was voted to shut off the third floor gallery in the main library in an effort to conserve fuel.

It was further voted to close the Dallin Branch at Arlington Heights except on Tuesdays, Thursdays and Saturdays beginning the week of December 21, 1942.

The question of conversion from oil to coal was again discussed but no decision was reached.

Mrs. Spofford was authorized to fill out the questionnaire from the Rationing Board relative to conversion and asked to obtain the help of Mr. Smith of the Massachusetts Wharf Coal Company in connection with this questionnaire.

Mrs. Spofford gave her usual monthly report.

The balance of the meeting was taken up with a discussion of the budget for 1943.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held on January 5, 1943 at the Library. All of the trustees were present. The minutes of the last meeting were read and approved.

Mrs. Spofford reported that fines for the year 1942 totalled the sum of $2333.42 and that proceeds from the sale of paper amounted to $148.91. There was a balance of $449.77 left from the salaries appropriation for 1942 and a balance of 22¢ from the rest of the appropriation for 1942.

Bills were approved in the amount of $2774.63 and in the amount of $ 83.37 for the Art Fund.

Edward H. Kittredge, Chairman, gave a report on the oil to coal conversion situation. He told of a conversation with Mr. James J. Golden, Secretary for the Board of Selectmen, and discussed the question of amending the budget requirement for the Library to include the cost of conversion to coal. There was a general discussion on the question, including the methods by which the cost of conversion could be raised. The question of a Special Town Meeting for the purpose was discussed and the question of using the reserve fund of the Board of Selectmen was discussed. It developed that the reserve fund was not available after the end of 1942 and the Secretary was authorized to communicate with the Board of Selectmen to arrange a meeting with them for January 11, 1943, this being the night that a committee from the Trustees was to go over the accounts of the trust funds of the Library at the Collector's office.

Frederick W. Hill was authorized to obtain an additional survey of the heating systems in connection with possible conversion.

Miss M. Helen Teele read the report of Mrs. Katherine Achuff, the Curator of the Art collection, which report was accepted as read.

The sub-committee of the Finance Committee met with the Trustees of the Library to discuss the budget for 1943. The Finance Committee representatives were Messrs. Alonzo Reed, Richard E. Donovan and Theldon Phinney. The budget was discussed, with a special discussion relative to the oil situation, wherein Mr. Reed, an engineer who has had experience in such matters, gave the committee the benefit of his knowledge on the subject.

Respectfully submitted,

Frances Keefe

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held on February 2, 1943 at 7:15 P. M. All of the Trustees were present except Mrs. Sarah R. Vaughn. The minutes of the last meeting were read and approved. Bills in the amount of $3219.40 were approved. Bills of the Art Fund in the amount of $92.38 were approved.

It was voted to pay from the ~~Art~~ Funds the plumbing bill of Charles F. Button in the amount of $2.63 and an express bill of Wood Bros. Express in the amount of $4.12.

The Town Accountant submitted the annual report on the Library Trust Funds as follows:

Library Trust Funds Income

Balance January 1, 1942		$3460.28
Income during 1942		1999.57
		$5459.85

Expenditures during 1942:

Books	$233.83	
Periodicals	2.55	
Bindery	190.63	
Other Expenses	600.45	
		1027.46
Balance Dec. 31, 1942		$4432.39

A letter from James A. Golden, Jr., Secretary of the Board of Selectmen, relative to a survey of the salary situation in the Town was read. The Secretary was directed to answer the same.

A letter from Mr. Paul H. Mossman, Inspector of Buildings, addressed to the Dept. of Public Safety relative to the front door of the library, was read. This letter was in reply to a complaint of Mr. John Shea that the door opened inward instead of outward.

The resignation of Miriam Wight, an employee of the library, was received and accepted. The Secretary was authorized to write to Miss Wight and accept her resignation.

The Secretary was directed to have Mr. D. D. Eames, Civil Engineer, survey the Dallin branch library, with a view to converting the same from oil to coal.

A letter from Mr. Philip J. McMahon, part time janitor at the Dallin branch library, was read, in which he objected to the reduction of his pay from $12.00 a week to $8.00 a week. The Secretary was authorized to communicate with the Civil Service Department relative to this matter.

Mrs. Spofford gave her usual report and stated that there was a slight reduction in circulation with the shortening of the library hours. She also stated that the hospital plan was going along well.

Respectfully submitted,

[illegible], Secretary

A Special Meeting of the Board of Trustees of Robbins Library was held at the Library on February 25, 1943 at 7:15 P. M. All of the Trustees were present except Edward H. Kittredge, Chairman, who was ill.

Upon motion being duly made and seconded, it was voted to convert the heating system in the main library from oil heat to coal heat. The Secretary was authorized to submit the figures for such conversion to the Board of Selectmen, together with a request for an additional full time janitor at a salary of $1800.00 a year.

The Secretary was also requested to obtain figures on the conversion of theDallin branch of the library, which conversion had not been recommended by Mr. D. D.Eames.

Mr. Wilson D. Clark, Jr. stated that the lock on the safe deposit box at the First National Bank had been changed because one set of the keys to the old lock was missing. The new #1 keys are held by Trustees Hill and Clark and the Town Treasurer Anderson has the two #2 keys.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on March 2, 1943. All of the trustees were present except Chairman Edward H. Kittredge, who was ill.

Bills in the amount of $2492.87 were approved. Bills of the Art Fund in the amount of $83.33 were approved.

Mrs. Spofford reported that over 1100 books had been collected for service men and that there had been 117 new registrations in February.

Mrs. Spofford also reported the gift to the ~~to the~~ Library from Mrs. Shattuck Osborne of several prints and lithographs which were gratefully accepted by the Trustees. The Secretary was directed to write Mrs. Osborne a letter of thanks.

There was a general discussion of the problem of getting suitable employees to fill vacancies and of the employment problem in general.

The Secretary was instructed to present a motion to increase the library budget by an amount sufficient to hire an additional full time janitor to do the extra work occasioned by the proposed conversion of the heating system from oil to coal.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on April 6, 1943. All the trustees were present except Mrs. Sarah R. Vaughn and Mr. Wilson D. Clark, Jr. The minutes of the last meeting were read and approved.

Mrs. Vaughn has been ill and the Secretary was instructed to write a letter to her expressing the wishes of the Board for her speedy recovery.

The principal subject of discussion at the meeting was the conversion of the library heating system from oil to coal. David D. Eames, Civil Engineer, was present and it was unanimously voted that the contracts for the conversion be awarded as follows:

General construction-Peter F. Rossi	$ 833.00
Ash elevator-Portland Elevator Co.	$1000.00
Stoker-Whitty Co.	$1016.00

Mr. Eames stated that a driveway, for which bids would have to be obtained, would have to be constructed. He estimated that the cost would be between $800.00 and $1000.00. He further stated that a wire connection job would have to be done at an estimated cost of $200.00. Further costs contemplated were tools in the amount of $50.00 and construction bond in the amount of $50.00.

Mr. Eames was instructed to get bids on the driveway and the wire connection job.

It was further voted that Mr. Eames should have charge of the conversion work and should receive as compensation a fee of 6%.

The question of wage scale classification of employees on the conversion job was brought up and the Secretary was instructed to question the Town Counsel relative to the same.

At the Town Meeting of March 12, 1943 the following appropriation was made for the library:

Personal Services:	
Head Librarian	$ 3,000.00
Others	15,184.00
Janitor Service	3,946.00
Expenses	12,750.00
	$34,880.00

The resignationof Philip J. McMahon, permanent part time janitor and messenger, was read and accepted.

The Board was advised that the Joint Board of Selectmen and Board of Public Works had appointed Russell T. Hamlet, Esq., Town Counsel.

Bills were approved in the amount of $2784.08. Bills of the Art Fund were approved in the amount of $123.73, including a bill of $40.40 for prints.

Mrs. Spofford reported that a considerable amount of oil had been saved during the past winter as a result of measures taken to conserve it.

A letter was received from Elizabeth J. Newton, Librarian Emeritus, thanking the Board for the usual appropriation on her behalf.

A letter was read from Mrs. Norman J.Griffin, thanking the Trustees, in behalf of the Music Committee of the Arlington Woman's Club, for the use of the hall.

The resignation of Rachel Santoliquido was received and accepted by the Trustees as of May 1, 1943.

It was voted that the main library and Dallin branch stay open until nine P. M. beginning April 20, 1943.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on May 4, 1943. All of the trustees were present. The minutes of the last meeting were read and approved.

Mr. Eames, Civil Engineer in charge of the conversion work, was present and made a report of progress. Upon recommendation of Mr. Eames it was voted to make payment to Peter Rossi, in connection with his contract on the library conversion, in the amount of $500.00, less 15% withheld under the contract for possible liens, making a total of $425.00 approved.

It was voted that an extra contract for electric wiring, to be done by R. W. LeBaron, Inc., be approved, in the amount of $43.00 and the Secretary was authorized to either have it embodied as a sub-contract of the Whitty Company or, if possible, to have a direct contract with R. W. LeBaron, Inc. on a simple voucher basis.

It was further voted that an extra contract for plumbing, to be done by John W. Byrne, be approved, in the amount of $188.00 upon the same basis as the LeBaron contract above referred to.

Mrs. Spofford informed the Trustees that there was sufficient oil on hand to last until May 17, 1943 as required by the Government in connection with the Whitty Company contract.

Bills were approved in the amount of $2571.27.

Bills of the Art Fund were approved in the amount of $83.33.

Mrs. Spofford gave her usual monthly report and reported that 2,575 books had been collected for the soldiers in

It was further reported that the Heights Study Club had contributed the sum of $5.00 for a book for the Dallin Branch Library.

Mrs. Spofford further reported that Mrs. Erskine, one of the librarians, was ill with virus pneumonia and the Trustees voted that her salary go on until further consideration.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on Tuesday, June 1, 1943. All of the Trustees were present except Frederick W.Hill. The minutes of the last meeting were read and approved.

Mr. David D. Eames, Engineer in charge of the conversion work, was present and gave a report of progress to date.

Upon motion duly made and seconded, it was voted that the contract for the construction of the gravel and concrete driveway be given to Thomas Quinn Co. for the sum of $850.00.

Upon motion duly made and seconded it was voted to award Peter F. Rossi the sum of $40.00 as an extra for the re-location of an underground drain which had been uncovered in the course of the excavation work.

Mrs. Lucinda F. Spofford, the Librarian, was requested to talk to Mr. Smith of the Massachusetts Wharf Coal Company, relative to coal for the coming winter.

Mrs. Spofford reported that she was informed that Mr. Capes could be reinstated in his old job if the Trustees requested the same in writing.

There was a general discussion relative to the new janitor's position, funds for which were appropriated at the last meeting. No definite action was taken.

The question of an increase in salary for Junior Assistants Frances Macaulay and Susanne MacGillivray in the amount of $100. each was discussed. The Secretary was authorized to write to the Finance Committee to obtain its attitude on this matter, to be acted on at the next meeting.

Upon motion duly made and seconded it was voted to open the Dallin Branch every afternoon except Wednesdays and also three nights a week.

Upon motion duly made and seconded it was voted to spend the sum of $17.00 for the renovation of a bookcase to be used in the East End Branch Library.

Mrs. Spofford requested that she be given permission to permit people confined to their homes the use of two week books for a period of one month, which met with the approval of the Trustees.

Bills were approved in the amount of $2462.59 and bills for the Art Fund were approved in the amount of $ 86.70.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on July 6, 1943 at 7:15 P. M. All of the trustees were present except Frederick W. Hill and Mrs. Sarah R. Vaughn. The minutes of the last meeting were read and approved.

Bills in the amount of $2353.93 were approved and bills of the Art Fund in the amount of$90.08 were approved.

Mrs. Spofford reported approval by the Civil Service Commission of the re-employment of George A. Capes as janitor of the Dallin branch and the main library at $30.00 a week, effective July 1, 1943. She further reported that Mr. Capes would not be able to start work immediately.

Mrs. Spofford also reported the resignation of Miss Jeanette Favreau who was in charge of the Dallin branch library, effective as of August 1, 1943.

Upon motion duly made and seconded it was voted that the salaries of employees Frances Macaulay and Susanne MacGillivray be increased by the sum of $100.00 each a year as of June 1, 1943.

It was voted that the salary of Mrs. Fuller be increased to the sum of $1400.00 a year and that she be appointed to the position of branch librarian to fill the vacancy occasioned by the resignation of Miss Favreau. Mrs. Fuller was formerly head of the circulation department. FORMERLY $1200

It was voted that the salary of Miss Esther Gannett be increased from ~~$1300~~ 1200.00 to $1400.00 and that she be promoted to the position of head of the catalogueing department. Miss Gannett formerly was a classifier.

It was voted that Miss Sampson fill the positions of reference librarian and senior assistant instead of cataloguer and senior assistant, she to receive the same salary as before, in the amount of $1600.00.

There was a general discussion of progress of the conversion work.

Respectfully submitted,

Frances Keefe

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on Tuesday, August 3, 1943 at 7:15 P. M. Present were Messrs. Kittredge, Hill, Clarke and Mrs. Vaughn. The minutes of the last meeting were read and accepted.

Bills in the amount of $2531.19 were approved from the Town appropriation and in the amount of $83.33 from the Robbins Art Fund.

Bills were also approved in the amount of $1,903.00 for the conversion work as follows:

John B. Byrne	$ 145.00
R. L. LeBaron	60.50
Portland Elevator Co.	850.00
Thomas Quinn Co.	757.50
Charles F. Button	90.00
	$1903.00

Matters pertaining to the Staff were discussed and Mrs. Spofford was asked to send a letter to Mrs. Margaret Erskine, telling her that she was expected back on September 1, 1943 in the position of Classifier.

It was voted that the position of General Assistant be offered to Mrs. Mildred Fenton Sayward, a Simmons College Library School graduate at $1300.00 per year.

It was voted that temporary residents no longer be required to deposit one dollar in order to use the library. This courtesy is to be extended to those who offer sufficient evidence of good faith.

Mrs. Spofford reported that the two clubs for children, namely, the "Everyland Flight Club", at the Main Library and Dallin Branch, had a large enrollment and that the children were reading with great interest.

Mr. George Capes, former janitor at the Dallin Branch, is to begin work on August 18, 1943 as full time janitor at the Main Library and Dallin Branch at $30.00 per week.

Respectfully submitted,

Lucinda F. Spofford
Secretary Pro Tem

A regular meeting of the Trustees of Robbins Library was held at the library on September 7, 1943. All of the trustees were present. The minutes of the last meeting were read and accepted.

Bills in the amount of ~~$2155.85~~ 2181.32 were approved and bills of the Art Fund in the amount of $83.33 were also approved.

Mrs. Spofford reported that the conversion work had been cleaned up and was practically complete. She further reported that it had been a busy summer season, especially with reference to the childrens' reading classes which were a complete success, two hundred and twenty-one children having participated at the Main Library and thirty-three at the Dallin Branch.

Upon motion duly made and seconded, it was voted to extend indefinitely the practice of allowing library books to be taken out for one month at a time.

The resignation of Mrs. Margaret Erskine, Reference Librarian, was accepted.

Mrs. Spofford was authorized to have the janitors take care of the shrubbery at the corner of Massachusetts Avenue and the library driveway.

There was a discussion relative to the repairing of the oil burner at the Dallin Branch and it was suggested that the librarian have a couple of heating engineers look over the oil burner to see what steps would be necessary to put it in condition.

Respectfully submitted,

Francis Peel
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on October 5, 1943 at 7:15 P. M. Present were Trustees Miss M. Helen Teele, Mrs. Sarah R. Vaughn, Mr. Frederick W. Hill, Mr. Wilson D. Clark, Jr. and Mr. Francis Keefe. The Board was informed that Mr. Edward H. Kittredge, the Chairman, was quite seriously ill and would not be present at the meetings for an indefinite period of time. The minutes of the last meeting were read and accepted.

Bills were approved in the amount of $2679.49.

The question of the use of the hall for the Philharmonic Society was discussed and it was agreed that they could use the hall on three occasions during the coming season, said use to be limited to weekday nights.

On motion duly made and seconded, it was voted that Mrs. Spofford be authorized to ask for 3400 gals. of fuel oil for the Dallin branch.

Mrs. Spofford gave her usual monthly report and informed the trustees that there had been many new registrations during the past month.

Mrs. Spofford also presented the bill of Mr. D. D. Eames, Consulting Engineer in connection with the conversion of the heating system in the main library, a copy of which bill follows:

October 1, 1943

Job 139

Trustees of Robbins Library, Arlington

To D. D. Eames, Dr.

For Engineering Service on Fuel Conversion

Cost of Project:

Whitty Company		$1016.00
Portland Elevator Co.		1000.00
Peter F. Rossi		833.00
" " "	extra for excavation	145.00
" " "	Extra for relocation of drain pipe	40.00
Thomas Quinn Company		850.00
" "	Extra for walk	35.00
John B. Byrne		166.00
" " "	Extra for low water cutout, etc.	20.49
R. W. LeBaron		43.00
"	Light in coal bin	17.50
	Total	$4165.99

ENGINEERING FEE @ 6%----------$249.96

There being no further business the meeting was adjourned.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on November 2, 1943 at 7:15 P. M. All of the Trustees were present except Chairman Edward H. Kittredge, who is ill. The minutes of the last meeting were read and approved.

Upon motion duly made and seconded, it was voted that Mr. Frederick W. Hill be elected Temporary Chairman to act until Mr. Kittredge was able to resume his duties.

Mrs. Spofford reported that she had received a request from Clarence A. Needham, Town Accountant, for the detailed budget for 1944.

A letter from the Phi Beta Kappa Association of Arlington was read, requesting the use of the small room in the Library as a meeting place. There was a general discussion on this request and it was finally voted not to extend the use of the library to this association. The discussion brought out that the policy of the Trustees in respect to the use of the library hall and rooms by organizations is that the facilities of the library are to be limited to organizations or groups devoted to civic or educational purposes and open to the general public, all subject to the approval of the Trustees. In the present circumstances, considering the questions of heat, light and general war time conditions, and the fact that the library facilities are already greatly in use by organizations and groups, it was the consensus of opinion that the use of the library buildings should be scrutinized carefully and granted only in extraordinary cases.

A report from the Town Accountant, Clarence A. Needham, relative to the library trust funds income, was submitted to the Trustees as follows:

LIBRARY TRUST FUNDS INCOME

	Available for:		
	Books	Other Expenses	Total
Balance January 1, 1942	$320.45	$3,139.83	$3,460.28
Received during 1942:			
Timothy Wellington	2.01		
Ellen Hodgdon	20.10		
Childrens' Book Fund	259.24		
Dexter Rawson Fay	51.28		
Nathan Pratt		201.00	
Henry Mott		178.26	
Eldridge Farmer		1,193.29	
E. Nelson Blake		94.39	
	$653.08	$4,806.77	

	Books	Other Expenses	Total
Carried Forward	$653.08	$4,806.77	$3,460.28
Expended 1942	236.38	791.08	
Balance 12/31/42	$416.70	$4,015.69	$4,432.39 Total
Expenses Jan. 1 to Oct. 18, 1943	0.00	14.63	
Balance Oct. 18, 1943	$416.70	$4,001.06	$4,417.76 Total

There was a general discussion of the proposed budget for 1944 with no definite steps being taken with respect to it, awaiting a special meeting in the near future to be called for this purpose.

Mrs. Spofford gave her monthly report and stated that the rationing board had allotted 2500 gals. of fuel oil for the Dallin Branch. She further stated that there were two hundred and eight new registrations in October.

It was voted that George Richards & Sons, a roofing concern, be authorized to repair the roof of the library that was at present in very poor condition and to survay the other parts of the roof that have leaks, with a view to submitting estimated as to the cost of repairing the same.

Respectfully submitted,

Francis Keefe
Secretary

A special meeting of the Board of Trustees of Robbins Library was held at the library on November 12, 1943. Present were Miss Teele and Messrs. Clark, Hill and Keefe. The minutes of the last meeting were read and approved.

The purpose of this meeting was to go over the budget for 1944 and the meeting was devoted to that purpose.

A special discussion was had on the question of salaries for 1944 and the trustees were of the opinion that no general permanent wage increases should be granted but rather, that bonuses be given all the employees as in 1943, it being the unanimous opinion of the trustees that no employee should receive less than last year.

Each article in the budget was gone over and recommendations for minor changes were made in some cases but the budget on the whole represented no great change from the 1943 budget.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on December 7, 1943. Present were Miss Teele and Messrs. Clark, Hill and Keefe. The minutes of the last meeting were read and approved. The following letters from representatives of the estate of the late Francis E. Thompson were read by Mr. Hill:

December 3, 1943.

Mr. Frederick W. Hill,
Dorchester Mutual Fire Insurance Company,
4 Liberty Square,
Boston, Mass.

Dear Fred:

I enclose check of the Trustees under the will of Francis E. Thompson to Arlington Public Library for $2,100., together with the letter written by my co-trustee, Mr. Chester C. Spring. His letter is directed to the Selectmen, but it seemed to me better to send the check to you as Chairman of the Trustees of the Robbins Library. If you will send me, at your convenience, a brief letter acknowledging receipt of this check, I will hand your letter to Mr. Spring so that he will have a receipt for his files.

Yours truly,

GCA/encs. James A. Bailey

December 4, 1943

Arlington Public Library,
Town of Arlington,
Massachusetts.

Attention: The Selectmen of the Town of Arlington

Gentlemen:

The late Francis E. Thompson of Arlington, Massachusetts, established a certain trust under his will, with the provision that the principal of the trust estate should be paid over and distributed within one year of the decease of his wife.

Mrs. Thompson died October 1, 1943, and the first partial distribution of the principal of the trust estate is now being made.

The enclosed check in the amount of $2,100.00 is in accordance with his will - "to the Arlington Public Library to be held as a permanent fund and the income only to be used for the general purposes of the organization." Please acknowledge receipt to the trustees.

Sincerely yours,

Trustees under the will of
Francis E. Thompson
James A. Bailey, David R. Harvey, Chester C. Spring

The Secretary was authorized to forward the check of $2,100.00 to the Town Treasurer.

Bills in the amount of $3045.89 were approved. Bills of the Art Fund in the amount of $172.56 were approved.

It was determined that the sum of approximately $200.00 from the Funds would be necessary for expenditures not provided for in the budget and it was voted that such expenditures be made from the said Funds.

There was a further discussion on the budget which was finally approved and Mrs. Spofford was authorized to send the same to the Finance Committee.

Upon motion duly made and seconded it was voted that the following increases in salary be given, effective January 1, 1944:

Miss Sampson from $1600.00 to $1700.00
Miss Gannett from $1400.00 to $1500.00
Mrs. Montague from $1500.00 to $1600.00

There being no further business the meeting was adjourned.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on January 4, 1944. Present were Miss Teele and Messrs. Clark, Hill and Keefe. The minutes of the previous meeting were read and approved.

Miss Teele was authorized to prepare a resolution in connection with the death of Mr. Kittredge. It was voted that a copy of the same be sent to Mrs. Kittredge and that the resolution be spread upon the records of the Trustees.

Bills were approved in the amount of $2404.01. Bills from the Art Fund were approved in the amount of $86.45.

Mrs. Spofford gave her usual monthly report which included excerpts from her annual report for 1943. She stated that over 217,000 books had been circulated in 1943. She further stated that $2149.36 had been received from fines, $145.98 from other sources and that 4203 new books had been purchased.

The Library Sub-Committee of the Finance Committee of the Town was present and went over the budget for 1944. The Finance Committee was represented by Mr. Rutherford and Mr. Younie.

Respectfully submitted,

Francis Keefe
Secretary

A Special Meeting of the Board of Trustees of Robbins Library was held at the Town Hall on January 10, 1944 at eight P. M. All of the trustees were present.

It was unanimously voted to make the following investments:

To invest $15,000. of the funds in United States Government 2½% bonds of 1956-59, the money to be taken from the funds as follows:

$10,000. from the Art Fund

$ 4,000. from the E. Nelson Blake Fund

$ 1,000. from the Ellen W. Hodgdon Fund.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on February 1, 1944. All of the trustees were present.

Bills in the amount of $3063.40 were approved. Bills from the ArtFund were approved in the amount of $86.66.

Miss Teele submitted a tribute to our late Chairman, Edward H. Kittredge, expressing the sentiments of the Board, which was unanimously adopted and is herein set forth as follows:

TRIBUTE

Mr. Edward H. Kittredge was a member of the Board of Trustees of the Robbins Library for nearly three years and held the office of Chairman at the time of his death, December 31, 1943. He brought to the duties of that office sound judgment and a full understanding of the aims and needs of the library. A lover of books, he found in a library a constant source of pleasure. His appreciation of art made him realize the worth of our print collection which he appraised with the intelligence of an art critic.

The Trustees sincerely mourn the loss of a man whose keen mind, wide interests and capacity for friendship made him an outstanding figure in all his activities. His cordial greeting and kindly smile are among our cherished memories.

May this tribute be spread upon the records and a copy sent to Mrs. Kittredge.

M. Helen Teele
Sarah R. Vaughn
Frederick W. Hill
Wilson D. Clark, Jr.
Francis Keefe

Trustees of Robbins Library

Mr. Keefe presented a request from Mrs. Daniel Purcell of Arlington in behalf of the War Parents of America for use of the library hall. No action was taken on this matter at this time, pending receipt of a letter from Mrs. Purcell.

It was voted that the present use of the Dallin hall was not to be increased because of the shortage of fuel.

It was voted that all future meetings of theTrustees be held on the first Tuesday of every month and to begin at 7:30 P. M.

Mrs. Spofford gave her usual monthly report and reported a gain in circulation. She further stated that over 2000 books had been sent out to the Coast Guard. She also reported that there were only 700 gals. of oil left at the Dallin branch and she was authorized to apply for more oil for the Dallin branch.

Respectfully submitted,

Francis Keefe

A regular meeting of the Trustees of Robbins Library was held on March 7, 1944 at the Library. All of the Trustees were present, including Mr. Arthur W. Glines, our new member, recently elected to fill the unexpired term of our late Chairman, Edward H. Kittredge. The minutes of the last meeting were read and approved.

Bills in the amount of $2994.22 were approved.

Bills of the Art Fund were approved in the amount of $ 83.33.

Mrs. Spofford gave her usual monthly report and there was a general discussion of the salary question and of the vacancies existing in the library staff. Mrs. Spofford was authorized to fill the vacancies if she was able to do so within the limits of the salaries appropriation and to offer the sum of $1500.00 base salary to any applicants she might be able to find.

A letter from Mrs. Edward H. Kittredge was read, acknowledging receipt of the tribute of the trustees to Mr. Kittredge.

It was voted to authorize the War Parents of America to use the library hall in accordance with certain rules and regulations relative to janitor service.

Respectfully submitted,

Francis Keefe

A regular meeting of the Trustees of Robbins Library was held at the library on April 4, 1944. All of the trustees were present. The minutes of the last meeting were read and approved.

Upon motion duly made and seconded, it was voted to rescind the vote of the Trustees made at the Special Meeting of January 10, 1944 relative to the investment of $15,000.00 of the library funds in U. S. Government bonds, as more particularly set forth in the minutes of said meeting.

It was further unanimously voted to invest the sum of $19,000.00 in U. S. Government Series G bonds, said investment to be made during the next war loan drive in June and from library funds as follows:

$10,000.00 from the Art Fund.
$ 4,000.00 from the E. Nelson Blake Fund.
$ 4,000.00 from the Francis E. Thompson Fund.
$ 1,000.00 from the Ellen W. Hodgdon Fund.

The following letter from the Board of Selectmen was read:

"March 24, 1944.

Trustees of the Robbins Memorial Library
Robbins Library
Mass.Avenue
Arlington, Mass.

Gentlemen:

This is to inform you that the Board of Selectmen has arranged Burglary and Interior Hold-up Insurance covering money and securities legally in possession of the Library Trustees, for a limit of $930.00.

Coverage is also provided for the transmission of funds to the Collector's Office in the Town Hall or to the bank against messenger holdup while in the custody of an authorized employee of your department, in a sum not exceeding $1333.00.

This information is provided you so that you may arrange to see that this limit is not exceeded at any time and to prevent loss to the Town in handling funds which are legally in your possession.

Very truly yours,
Board of Selectmen

James J. Golden, Jr.
Secretary"

G:A

Upon motion duly made and seconded it was voted:

That all library employees be authorized to carry library funds to any bank or to the Office of the Collector of Taxes or to the Town Treasurer under the direction of the Librarian, Mrs. Spofford.

Mrs. Spofford gave her usual monthly report and reported that the circulation of the library books was going up steadily. She further reported that the children's story hours had become increasingly popular and that the children were taking full advantage of this opportunity. She reported also that the library work at the hospital was progressing very satisfactorily and that the patients seemed to respond very favorably to the service.

Mrs. Spofford further stated that she had received the resignation of Mrs. Mildred F. Sayward, Junior Assistant, to be effective March 10, 1944, and upon motion duly made and seconded, it was voted to accept said resignation, with regret.

Upon motion duly made and seconded it was voted that the salary of James Sullivan, janitor, be increased $200.00 a year as of January 1, 1944.

Upon motion duly made and seconded it was voted that the salaries of all regular library employees be increased by the sum of $200.00 each, per year, in keeping with the authority granted by the vote of the Town Meeting under Article 5 of the Town Warrant for the annual Town Meeting held in March, 1944.

Upon motion duly made and seconded it was voted that the salary of John Smith, part time janitor employed at the Crosby School library, be increased by the sum of $100.00 per year under the provisions of said Article 5. Under the provisions of these votes the salaries of the library employees now are as follows:

		Jan. 1944	Article #5	Art. #7	Total
cinda F. Spofford	Head Librarian	$3000	$200	----	$3200
izabeth J. Newton	Libr. Emeritus	300	----	----	300
th Sampson	Ref.Libr.Sr.Ass.	1700	200	----	1900
elma Montague	Children's Libr.	1600	200	----	1800
ther Gannett	Cataloguer	1500	200	----	1700
th Fuller	Branch Libr.Dallin	1400	200	----	1600
a Smith	Branch Libr.East	564	200	----	764
rgaret V. White	Jr. Assistant	1040	200	----	1240
ldred F. Sayward	Jr. Assistant	1300	200	----	1500
ances Macauley	Jr. Assistant	1000	200	----	1200
usanne MacGillivray	Jr. Assistant	1000	200	----	1200

Janitors

		Salary Jan.1,1944	Increase under Article 5.	Increase under Article 7. As of Jan. 1,1944. Voted Apr.4.	Total
ames Sullivan	Main Library	$1360.00	$200	$200	$1760
eorge A. Capes	Main Library & Dallin Branch	1560.00	200		1760
ohn Smith	East Branch Part-time-also employed by School Department.	200.00	100		300

The trustees authorized Mrs. Spofford to get estimates on the amount necessary to repair the roof of the main library and for general carpentry and painting work in said library.

Bills were approved in the amount of $2758.30.

Bills from the Art Fund were approved in the amount of $83.33.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on May 2, 1944. All of the Trustees were present. The minutes of the last meeting were read and approved. Bills were approved in the amount of $2810.43. Bills from the Art Fund were approved in the amount of $96.13.

Chairman Frederick W. Hill read a letter from the Trusteesu/w of Francis E. Thompson and reported that a further payment of $2100.00 had been made by said estate to the library under the terms of said will.

Upon motion duly made and seconded it was voted that the sum of $2000.00 from the said Thompson Fund be expended for the purchase of U. S. Government bonds, Series G.

The following letter was received from the Town Accountant:

April 6, 1944

To the
Trustees of Robbins Library
Arlington, Massachusetts

Gentlemen:

In regard to increases voted under Article 5 of the Annual Warrant, I note that you have assigned $100.00 as an increase to Mr. John Smith, part-time Janitor in your employ. Mr. Smith as a full-time Janitor in the employ of the School Department has been assigned an increase of $200.00 by the School Committee under Article 5.

As $200.00 is the maximum amount allowed under Article 5 to any one employee the $100.00 raise as recorded by you cannot be allowed.

Yours very truly,

C. Needham

g Town Accountant.

As a result of said letter,upon motion duly made and seconded, it was voted to rescind the vote of the Trustees at the meeting of April 4, 1944 under Article 5 of the Warrant for the Annual Town Meeting of 1944 insofar as the same provided for an increase in the salary of John Smith.

Mrs. Spofford gave her usual monthly report and reported that she had received a note of thanks from the Literary Committee of the Arlington Woman's Club for the use of the library facilities.

It was voted that the sum of $25.00 be expended for the hiring of films and a lecturer for an afternoon and evening entertainment for the children who are members of the Everyland Club, said lecture to be under the auspices of the New England Natural History Museum and held in the library.

Mrs. Vaughn brought to the attention of the Trustees the condition of the shrubbery surrounding the library and a discussion was held relative to the maintenance and upkeep of the same. Mrs. Vaughn was authorized to consult with the firm of Frost & Higgins relative to the shrubbery and the means of maintaining and preserving the same and with a view to ascertaining the cost of future planting of shrubbery.

Respectfully submitted,

Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on June 6, 1944. All of the trustees were present. The minutes of the last meeting were read and approved.

Mrs. Spofford reported that the roof was in poor condition, according to the contractors, and will require a major repair job when conditions warrant it. She also stated that an air vent was needed in the basement in order to control and combat the coal dust nuisance.

Mrs. Spofford also reported that the children's circulation has increased at the Dallin Branch but has decreased at the main library. One hundred and seventeen new registrations were reported in May.

Mrs. Spofford also reported that Mrs. Sayward had withdrawn her resignation and was still an employee of the library.

Mrs. Vaughn stated that she had been in touch with Frost & Higgins relative to the landscaping work required but because of an acute shortage of labor, they were not in a position at present to do anything about it. The Secretary was authorized to see the Board of Selectmen to find out if some plan could be arranged whereby the care of the library grounds could not be attended to by Mr. George Dolan under the auspices of the Board of Selectmen.

Upon the recommendation of Mrs. Spofford it was voted that Mrs. Margaret Q. Heaps be appointed head of the circulation department.

Upon motion duly made and seconded it was voted that there be no meeting of the Trustees of the library during the months of July and August, 1944 and that the next meeting take place on Sept. 12, 1944.

Upon motion duly made and seconded it was voted that the library be closed on Wednesdays during July and August in accordance with the usual custom.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on September 12, 1944 at 7:30 P.M. Present were Miss M. Helen Teele, and Messrs. Glines, Clark, Hill and Keefe. The minutes of the previous meeting were read and approved.

Bills for August were approved in the amount of $2959.74.

The resignation of Miss Margaret V. White was read and accepted as of August 1, 1944.

The resignation of Mrs. Mildred F. Sayward was read and accepted as of September 1, 1944.

Mrs. Spofford reported that she had temporarily employed Marie J. Moeller at a salary of $30.00 per week and Lillian K. Harriman as a part time worker at 65¢ an hour. This action of Mrs. Spofford was approved by the Board.

Upon motion duly made and seconded, it was voted that the base salary of Miss Frances Macaulay be increased from $1000.00 per annum to $1200.00 per annum. Miss Macaulay has been doing the work of Assistant at the Branch Library at Arlington Heights for some time.

Mrs. Spofford reported that over twenty-five hundred books and many magazines had been prepared for the men in service and were being turned over to them regularly.

There being no further business, the meeting adjourned.

Respectfully submitted,

Frances Keefe
Secretary

Executors of and Trustees under
the will of Francis E. Thompson

James A. Bailey
David R. Harvey
Chester C. Spring

36 Federal Street, Boston
Telephone Hubbard 1170

September 28, 1944

Trustees of the Arlington
Public Library,
Arlington, Massachusetts.

Gentlemen:

The fourth and final distribution of the principal and income of the Estate of the late Francis E. Thompson is now being made. Check in the amount of $1,881.54 is enclosed. The money is according to the will - "To the Arlington Public Library to be held as a permanent fund and the income only to be used for the general purposes of the organization."

We are enclosing a blank specimen check, thinking you may wish to retain this in memory of Mr. Thompson and his gracious way of remembering his friend. This form of check was his own idea, and he personally composed it.

Great care has been used in making this final distribution and to the best of the belief of ourselves and our accountants it is correct. It is made, however, subject to any change in tax rulings or adverse decisions by the proper authorities.

Sincerely,

Trustees Under the Will
of Francis E. Thompson

James A. Bailey
David R. Harvey
Chester C. Spring

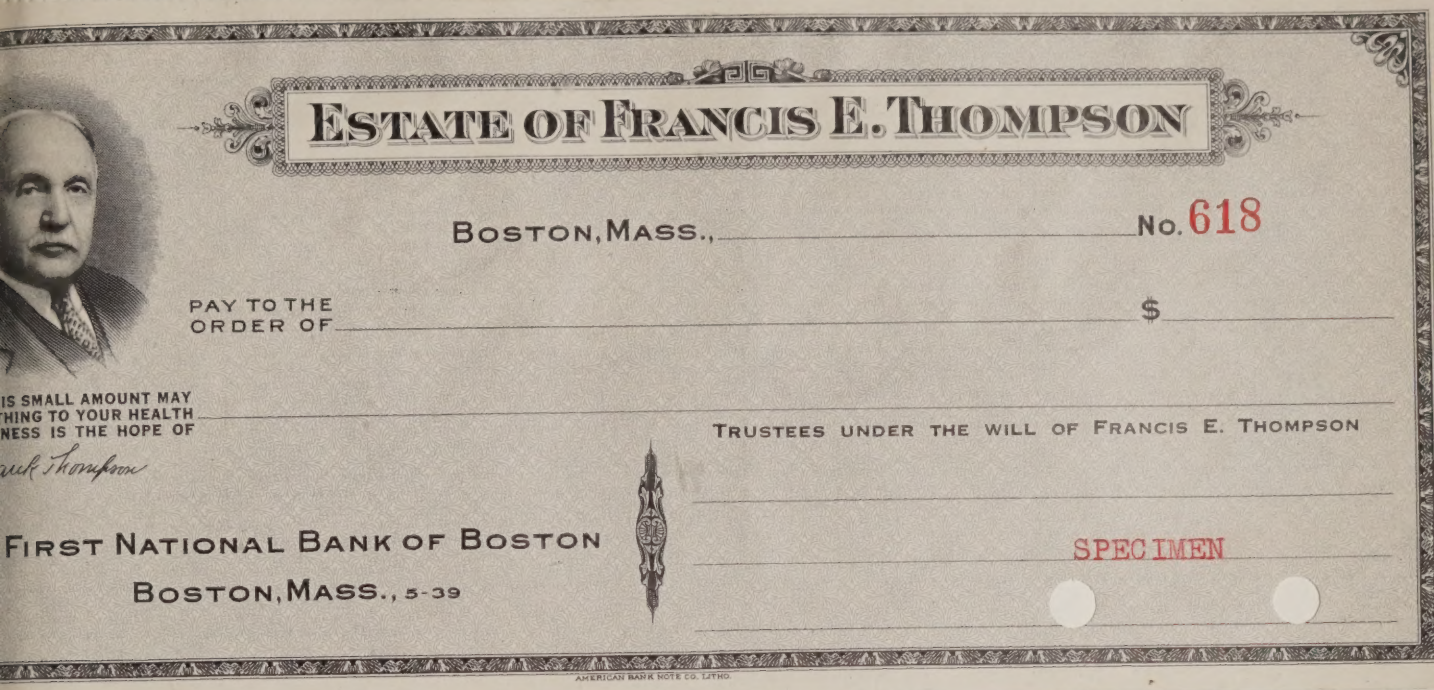
CCS/HP
enclosure

A regular meeting of the Trustees of Robbins Library was held at the library on October 3, 1944. All of the Trustees were present. The minutes of the last meeting were read and approved.

Bills in the amount of $2254.56 were approved.

A final check from the Estate of Frances E. Thompson in the amount of $1881.54 was received, together with the following letter:

The following is a blank specimen check of the Estate of Francis E. Thompson, which form of check was composed by the said Francis E. Thompson:


ESTATE OF FRANCIS E. THOMPSON
BOSTON, MASS., No. 618
PAY TO THE ORDER OF
$
IS SMALL AMOUNT MAY
THING TO YOUR HEALTH
NESS IS THE HOPE OF
TRUSTEES UNDER THE WILL OF FRANCIS E. THOMPSON
FIRST NATIONAL BANK OF BOSTON
BOSTON, MASS., 5-39
SPECIMEN
AMERICAN BANK NOTE CO. LITHO.

Mrs. Spofford gave her monthly report and informed the Trustees that the new employees are doing very well. She reported that the circulation had increased and that there were one hundred and sixty-three new registrations in September. There are now 68,863 books in the library.

Mrs. Spofford further reported the sad news of the death of Wilfred J. Fuller, Jr., son of Mrs. Ruth G. Fuller. The said Wilfred J. Fuller, Jr. had been killed in action and the Secretary was authorized to write to Mrs. Fuller in behalf of the Trustees, expressing the sympathy of the Board.

Mrs. Spofford reported a request for the use of the library hall on November 5, 1944 by the Pre-School Parents'Association, for a tea and a book talk. The Trustees agreed to the request, the said Association to pay the janitor in attendance $1.00 per hour.

Mrs. Spofford further reported that Miss Martha Schaedel, the Americanization Teacher, had requested the use of the small hall twice a week, which request had been approved by Mrs. Spofford, in keeping with the practice of past years.

Mr. Glines discussed the question of the Robbins Art Fund, which was originally in the amount of $25,000.00 but now is in the neighborhood of $43,000.00. He suggested the possibility of using that fund as a building fund for a library building at East Arlington. The matter was discussed but no action was taken.

Mrs. Spofford showed the Trustees some old pictures of the Robbins House, which proved to be very interesting.

Frederick W. Hill, Acting Chairman, informed the Board that he would be resigning from that office and also from the Board as soon as his successor could be appointed. There was some discussion on this matter which was not settled, but referred to the next meeting.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on November 14, 1944. Present were Mrs. Vaughn, Mr. Glines, Mr. Hill, Mr. Clark and Mr. Keefe. The minutes of the last meeting were read and approved.

Bills in the amount of $2697.34 were approved. Bills of the Art Fund were approved in the amount of $188.33.

The Secretary read a letter from Mrs. Fuller, replying to the expression of sympathy by the Board of Trustees upon the death of her son in action.

The Secretary also read a letter of resignation from Miss Teele. Said resignation was not accepted and Miss Teele has been persuaded to remain for a while.

During the meeting the Trustees were informed by telephone of the death of the late Cyrus E. Dallin, a Trustee of the library for a number of years. The message was received with regret.

Mr. Frederick W. Hill resigned as Temporary Chairman and upon motion duly made and seconded, Wilson D. Clark, Jr. was unanimously elected to the post of Chairman of the Board of Trustees.

Mrs. Spofford gave her usual monthly report and read a letter from the Kelwyn Association of East Arlington, requesting additional library facilities for East Arlington. The Trustees discussed this matter and it was agreed that it would be taken up with the Finance Committee in connection with the budget for the coming year.

The question of the roof was again discussed and the Secretary was authorized to insert an article in the Warrant for the Annual Town Meeting requesting the sum of $7000.00 for repairs on the library, including the roof.

It was voted that Miss Teele write to Mrs. Cyrus E. Dallin a note of sympathy and regret on the occasion of the death of her husband.

Upon motion duly made and seconded it was voted that beginning January, 1945 the monthly meeting of the Trustees be held on the third Tuesday of each month.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on December 12, 1944. Present were Mrs. Vaughn, Messrs. Glines, Clark, and Keefe. The minutes of the last meeting were read and approved.

A letter from Mr. Frederick W. Hill, resigning from the Board of Trustees, was read and the Secretary was authorized to write to Mr. Hill, expressing our regret at his resignation and the best wishes of the Board.

A letter was received and read from Mrs. Cyrus E. Dallin, acknowledging the expression of sympathy of the Board on the occasion of her husband's death.

Mrs. Spofford gave her usual monthly report and stated that the library had been very busy throughout the year, with many successful meetings of all kinds.

A letter was received from the Cutter Hill Assn. requesting the use of the library hall for its meetings, to be held once every two months. The Secretary was authorized to write to said Association, giving the necessary permission to hold the meetings.

Bills in the amount of $2841.15 were approved.

There was a general discussion of the budget for the coming year.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on January 16, 1945. Present were Messrs Frost, Clark and Keefe.

On motion duly made and seconded, it was voted that the salary of John Smith, part time custodian at the East Branch, be increased from $200.00 per year to $250.00 peryear, effective as of January 1, 1945.

The sub-committee of the Finance Committee was present to go over the Budget for 1945. Said sub-committee consisted of Messrs. Donovan, Moore and Tufts. There was a detailed discussion of the items in the budget.

The report of the Curator of the Art Fund, Mrs. Kathryn M. Achuff, was received and read.

A letter was received from Mr. Paul Mossman, Inspector of Buildings for the Town of Arlington, relative to proposed safety measures now necessary to conform to the State Safety Laws and which might be necessary in the future, if a proposed change in said laws is enacted.

Mrs. Spofford's annual report as librarian was received, read and accepted by the Board.

The Secretary read a communication from Arthur W. Glines, Trustee, stating that he would not run for re-election in the March election and the Secretary was authorized to write to Mr. Glines, expressing the Board's appreciation for his services.

Upon motion duly made and seconded, it was voted to accept the gifts of Mrs. Cyrus E. Dallin, in memory of her husband, Cyrus E. Dallin, and her son, Arthur Dallin, the same to be placed in the Dallin Branch of the library at Arlington Heights. The Secretary was instructed to write to Mrs. Dallin, expressing the appreciation of the Board for the gifts.

Upon motion duly made and seconded, it was voted that the following bills be paid from the library trust funds;

1. The Hunting Company bill.
2. The Library of Congress bill.
3. The Arlington Advocate bill.

Respectfully submitted,

Francis Keefe
Secretary

A Special Meeting of the Board of Trustees of Robbins Library was held at the library on Tuesday, January 30, 1945. Present were Messrs. Clark, Frost and Keefe.

The purpose of this meeting was to discuss and take action on the establishment of a more adequate salary scale for the library employees, it being the consensus of opinion that the present scale is too low.

After considerable discussion of this matter the Board unanimously recommended that the following scale be recommended to the Finance Committee and that the 1945 Budget be amended to include the necessary changes. No attempt was made to settle this question on a permanent basis at the present time.

The following is the list of salaries recommended by the Committee:

Librarian	$3400.00
Librarian Emeritus	300.00
Reference Librarian	2000.00
Cataloguer	1800.00
Children's Librarian	1800.00
Branch Librarian	1800.00
Branch Librarian part-time	764.00
Sr. Assistant	1700.00
Sr. Assistant	1700.00
Jr. Assistant	1500.00
Jr. Assistant	1300.00
Jr. Assistant	1300.00
Head of Circulation	1700.00
Classifier	1520.00
Part-time workers	30¢-45¢ an hour

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on February 6, 1945. Present were Mrs. Vaughn and Messrs. Clark, Frost and Keefe.

Mrs. Spofford brought up the question of the Philharmonic Society having the use of the hall once a week between February 26, 1945 and April 1, 1945 and she was authorized to give permission for such use on behalf of the Trustees.

Mrs. Spofford was also authorized to bring to the attention of the Town Counsel for proper action the question of the wrongful detention of library books by certain borrowers.

Mrs. Spofford was authorized to expend a reasonable sum of money for the hiring of a lecturer for the children's class.

There was a general discussion relative to the amended budget requesting certain increases in the salary scale. Messrs. Donovan, Moore and Armitage were present, representing the Finance Committee and the proposals were submitted to them on behalf of the Finance Committee.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on March 20, 1945. Present were Edmund L. Frost, Warren A. Seavey, Miss M. Helen Teele, Mrs. Sarah R. Vaughn and Francis Keefe.

Upon motion duly made and seconded, it was voted that the salary increases for 1945, as included in the library budget passed at the March Town Meeting, be made retroactive to January 1, 1945 and that one-fourth of the total annual increase be paid to the employees affected in April 1945. The salary increases as approved are as follows:

Miss Esther Gannett-increase $100.00 to $1800.00
Mrs. Ruth Fuller----increase $100.00 to $1700.00
Miss Margaret Heaps-increase $140.00 to $1700.00
Mrs. Maria Moeller Benson-increase $60.00 to $1620.00.

There was a general discussion relative to future salary scales. It was the concensus of opinion that a salary committee should be appointed to go over this matter and that Mrs. Spofford obtain sufficient data on salaries to submit to such a committee to aid them in reaching a conclusion.

Mrs. Spofford gave her usual monthly report and remarked upon the many and varied questions asked of the library employees by the general public, most of which they are in a position to answer promptly and accurately.

Mrs. Spofford further reported that new registrations were continuing and that the circulation was keeping up, 17,924 books having been circulated in February.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on April 17, 1945. All of the Trustees were present.

There was a general discussion on the bonus for 1945, with especial reference to the employees eligible to participate in the same. Upon motion duly made and seconded it was unanimously voted that the following persons employed by the Library Department receive the bonus as voted by the Town Meeting in March, 1945, in accordance with the provisions of said vote:

1. Lucinda F. Spofford, Head Librarian.
2. Ruth Sampson, Reference Librarian and Sr. Assistant.
3. Esther Gannett, Cataloguer.
4. Thelma Montague, Children's Librarian.
5. Margaret Heaps, Head of Circulation.
6. Eva Smith, Branch Librarian.
7. Ruth Fuller, Branch Librarian.
8. Frances Macaulay, Assistant at Branches and Story Teller.
9. Marie Moeller Benson, Sr. Assistant.
10. Suzanne MacGillivray, Jr. Assistant.
11. Sylvia Gustin, Jr. Assistant.
12. James Sullivan, Janitor, Main Library.
13. George A. Capes, Janitor, Dallin Branch.
14. Lillian Herreman, Part-time assistant.
15. Dorothy Seavey, Part-time assistant.
16. Jean Young, Part-time Worker.
17. Eleanor White, Part-time Worker.
18. Marilyn Kenney, Part-time Worker.
19. Robert Coughlin, Part-time Worker.

Mr. Needham gave a statement on the condition of the Trust Funds as of December 31, 1944, as follows:

Book Fund	$1005.74
Other Funds	6996.71
Total	$8002.45

The Town Committee on Classification of Positions and Wages of Employees requested that a list of the employees, together with their duties, in concise form, be provided the Committee and Mrs. Spofford stated that she would see that this was taken care of.

Upon motion duly made and seconded, it was voted to ratify and confirm the action of Wilson D. Clark, Jr., Chairman of the Board of Trustees, in closing the library between the hours of three and six P. M. on Saturday, April 14, 1945 in respect to the memory of Franklin D. Roosevelt.

There was a discussion of post war planning projects and the Secretary was authorized to submit a list of the same to the Advanced Planning and Program Committee.

Mrs. Spofford was authorized to check further into the salary question, with a view to submitting data to theTrustees that will enable them to establish some general salary scale.

Mrs. Vaughn and Mrs. Spofford were appointed a committee to buy shrubs for the rear of the library building, if the same can be obtained.

A communication from ~~xxx~~ Chief of Police Bullock was read, requesting the use of the library hall for a group of boys for the study of sleight of hand. Mrs. Spofford was given authority to provide the boys with a room, with discretion to continue such use if, in her opinion, it was advisable.

Mrs. Spofford was also authorized to make arrangements as quickly as possible for the turning around of the front doors of the library so that they would open outwardly instead of inwardly, as at present.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on May 15, 1945. All of the Trustees were present.

There was another discussion on post war planning and the members were asked to give their attention to this subject, with a view towards bringing in at the next meeting their ideas on what should be done along these lines.

Mrs. Spofford reported that she had seen Mr. F. H. Barnhill relative to fixing the front door so that it would swing outward instead of inward, as at present. She also reported that Mrs. Sylvia Gustin had resigned from the library staff and that the staff was now reduced to ten. There was some discussion relative to two applications which Mrs. Spofford had received for employment in the library.

Mrs. Spofford reported that 17,842 books had been circulated in April.

There was a general discussion on the subject of the prints in the Robbins Art Fund Collection.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held on June 19, 1945. All of the Trustees were present.

Mrs. Vaughn made a report on the progress of the installation of new shrubbery.

There was a discussion of the capital expenditures to be made after the war for various repairs and improvements. The following list of repairs was discussed as being work which it might be desirable to do if the opportunity presents itself and the funds are available.

Repair roof on main building and other repairs, electric wiring, etc.	$8,000.00
Change lighting in stacks and main areas, main building	$1,500.00
Elevator (to make available stacks, upstairs gallery and basement rooms)	$10,000.00
Change present catalogue room to Art Room or High School Room	$ 1,000.00
Remodel basement for Catalogue Room with proper heat, light and ventilation	$ 3,000.00
Redecorate and repairs to floors, etc., main building	$ 4,000.00
Branch Library at East, including furniture capacity 15,000 volumes and land	$55,000.00
Outside reading room-cement bottom, water proof tables and chairs, Main Library	$ 4,000.00
Branch or deposit station in Morningside	$ 3,000.00
Branch or deposit station in Brackett School	$ 3,000.00
Cleaning devices-Vacuum for cleaning books and shelves	$ 350.00
Floor polisher and mop	$ 250.00
Oil Heat	$ 1,500.00

On motion duly made and seconded it was unanimously voted that Miss Irene Christopher of Cambridge be employed as a Junior Assistant Librarian at a salary of $1500.00 per year, plus bonus.

Mrs. Spofford reported that Mr. James Sullivan, library janitor

for twenty-three years, would reach the age of seventy on July 4, 1945 and that under the law, would have to retire unless provision was made under war-time emergency laws to retain him for a further period of time, pending the easing of the help situation.

Upon motion duly made and seconded, it was voted that the Chairman, Wilson D. Clark, Jr., be authorized to call summer meetings during the months of July and August if he deemed it necessary.

Upon motion duly made and seconded it was voted that the Woman's Club be permitted to use the hall for a series of meetings on subjects of national interest, a charge of $3.00 per meeting to be made, and the dates to be established by the Librarian.

On motion duly made and seconded, it was unanimously voted that the War Parents Association be allowed to use the hall for a meeting to be held on July 8, 1945, a charge of $5.00 to be made.

On motion duly made and seconded, it was voted that the library purchase a Braille dictionary for the use of the blind, at a cost of $25.00.

On motion duly made and seconded it was voted that during the school year the Junior Library open at one o'clock instead of at twelve.

Respectfully submitted,

Frances Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on September 11, 1945 at 7:30 P. M. Present were Mr. Wilson D. Clark, Jr., Chairman, Miss M. Helen Teele and Mr. Francis Keefe.

Bills were approved in the amount of $2951.02.

Mrs. Spofford reported that Mrs. Marie M. Benson, SENIOR Assistant ~~Librarian~~, had resigned as of Sept. 1, 1945. She also reported that there had been a distinct gain in circulation.

Upon motion duly made and seconded it was voted to purchase for the library the ten volume set of Annotated Laws of Massachusetts.

On motion duly made and seconded it was voted to approve the salary list submitted by Mrs. Spofford, for submission to the Committee on Classification of Positions and Stabilization of Salaries.

Mrs. Spofford brought up the question of a donation of $15.00 which had been made to the library by the Junior Woman's Club. There was a discussion on the rights of the Board with respect to this donation and the manner in which it could be used. It was referred back to Mrs. Spofford for further action with the Junior Woman's Club.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on October 16, 1945 at 7:30 P. M. All of the Trustees were present.

Bills in the amount of $3022.15 were approved.

Chairman Clark stated that a letter had been received from Town Accountant Clarence Needham relative to the library budget for 1946, which should be in his hands by December 21, 1945.

There was a discussion as to the advisability of converting to oil at the earliest possible moment and the Secretary was requested to see if the Town was adopting any policy on such conversions.

There was also a discussion on the need of repairs to the roof and the advisability of having the entire job done now, if possible, rather than use the $1000.00 available for temporary repairs and later have to do the complete job in 1946.

The addition of new stacks and shelves to accommodate the increased number of volumes in the library was discussed and Mrs. Spofford reported an estimate from Theodore Schwamb Co. She was requested to obtain an estimate from E. J. Davis & Son, Inc. on Mill Street, Arlington.

Uponmotion duly made and seconded, it was voted that the salary schedule and classification of positions as submitted to the Committee on Classification of Positions and Stabilization of Salaries be approved.

Mrs. Spofford gave her usual report and submitted to the Trustees three communications from organizations requesting the use of the Dallin Branch hall. The first communication was from Mrs. Constance Rauscher, Supt. of the Park Avenue Congregational Church, who requested the use of the hall until February, 1946 as an emergency meeting place for the high school boys and girls Sunday School class, the church having no facilities at the present time, due to repairs being made to its own hall. After some discussion on this subject, the Trustees unanimously approved the request as an emergency measure, a charge of $2.00 for heat and light etc. each Sunday, plus the janitor's charge each Sunday, to be made, the hall to be used Sunday mornings from ten to ten-forty for Sunday School purposes. The Secretary was authorized to write to Mrs. Rauscher to this effect, said letter of Mrs. Rauscher being annexed hereto.

The second request was from theArlington Heights Tower Mother's Club for the use of the hall for a paint demonstration to be put on by the Dupont Paint Company; a twenty-five cent admission charge to be made by the Club, the proceeds to go for charitable purposes. This organization wished the hall for this purpose on Nov. 20, 1945. Mrs. Spofford was authorized

to give the necessary permission for this purpose, a charge of $3.00 to be made, plus the janitor's charge.

The third communication was from the Locke School Parent Educational Group, requesting the use of the hall for its meetings. Mrs. Spofford was authorized to give the necessary permission to this group.

Mrs. Spofford reported that she had hired Miss Mary Curry as an employee of the library at a salary of $22.00 a week, on a temporary basis for a trial period of six months. Upon motion duly made and seconded, it was voted to ratify and approve Mrs. Spofford's action in this respect.

Respectfully submitted,

Secretary

18 Wachusett Ave.
Arlington Hts. Mass.
October 11, 1945.

ar Mrs. Spofford,

I am writing you with regard to the
sibility of using the auditorium of the Arling-
Heights Library. I shall try to explain our
e fully, but if there is anything further
ou would like to know and any way in
hich I can help, please call me at Ark. 5539M.

The Park Ave. Congregational Church has
unusually large church school (300 pupils
a church membership of approximately 450!).
are very cramped for space and plan to
gin the finishing of the second floor of our
rish Hall, the first of November. This fall
splendid high school class of thirty boys
d girls has been meeting in this unfinished
ace. When our contractor moves in, this
ass must move out. We are simply destitute
a place to put them during the three to
ve months that our building project will
underway. If we might have the use of
e library's auditorium for that time we
uld feel enormously relieved and tremendously
ateful. The two teachers of this group, Miss
argaret Elder and Mrs. Walter Crosby, are
ople of utmost responsibility and I feel safe
assuring you that the pupils themselves
ill measure up to any responsibility we

place on them. We would, of course, expect
for whatever extra burden we placed up
Library in the way of service and fac
as far as our pocket book allows, that

All this not withstanding, I realiz
am asking you a very great favor and
unorthodox one, too, to desire the use of
auditorium on a Sunday morning 9:10
for a church group. Therefore I should like
emphasize that:

1. In some respects we are a com
church: parents from several of the c
in Arlington Center and Cambridge, and
who have no church home send the
children to us for their formal religion
tion.

2. This is a temporary affair, ex
from November into February, and d
which time we expect to be able to ha
space problem within the church pr

3. We expect to make a financ
contribution to help defray the trouble
expense we would cause.

4. I feel I can safely say that ev
concerned - teachers and pupils - would
great care and respect for the property
know I can say, for Dr. Sheldon and
church, that we would be very very gra
and thankful for the privilege of me
in the Library auditorium these next
We feel that it is particularly importan
hold this age group together and this

ecially under very able leadership this
oup has a promising start. (In past years
e have tried to hold the High school sunday
orning session after church, at 12:15 p.m.
ychologically it was a bad time and
e attendance was disappointing. I doubt,
, if our present teachers could teach at that
ur, were we to shift the time of meeting
ring our emergency.)

Thank you very much, Mrs. Spofford,
presenting our case to the Library Trustees.
I have said over the telephone, I can
all the reasons why you would not
l that you should allow us the use of
auditorium; but, our need is so dire
d our cause so worthy (I feel) that I
pe we can work out a solution that
ill be happy for all.

Sincerely yours,
(Mrs. Manfred) Constance Rauscher,
Superintendent,
Park Ave. Congregational
Church School.

A regular meeting of the Board of Trustees of Robbins Library was held at the library on November 20, 1945. Present were Mrs. Sarah Vaughn and Messrs. Clark, Frost, Seavey and Keefe.

The Secretary was authorized to write to James Golden, Clerk of the Board of Selectmen, informing him that the Board of Trustees wishes to continue the present policy of the Town in purchasing incandescent lamps for all of the Town Departments, including the library.

Bills were approved in the amount of $3162.13.

Mrs. Spofford was authorized to have William Creech, painter, ~~xx~~ paint the outside door of the Dallin branch of the library and the outside and side doors of the main library.

Upon motion duly made and seconded, it was voted that the sum of $820.00 for new shelves and bookcases for the main library be expended from accumulated funds.

There was a general discussion of the Budget for 1946 and the items were gone over and discussed. The Trustees voted to make certain changes in the budget for 1946, to be submitted to the Town Meeting, as follows:

Personal Services from $22,548.00 to $24,514.00-increase $1966.00
Books from $5000.00 to $6000.00-increase $1000.00.
Periodicals from $500.00 to $600.00-increase $100.00.
Bindery same--$2000.00.
Building and grounds same--$1400.00.
Fuel same-$2000.00.
Lighting same-$1000.00.
Telephone from $200.00 to $250.00-increase $50.00.
Office maintenance, etc. same--$1500.00.

Making a total requested budget of $43,376.00.

There was also a further discussion on the costs of certain capital expenditures, including a new roof, conversion to oil, vacuum cleaner for books and shelves, lighting in the stacks, etc.

It was voted that the next meeting be held December 11, 1945.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on December 11, 1945. Present were Messrs. Clark, Frost, Seavey and Keefe.

Mrs. Spofford reported that the elevator in the basement was broken and she was authorized to have the necessary repairs made.

Bills were approved in the amount of $3382.25.

The budget for 1946 was approved in accordance with conclusions reached at the meeting of November 20, 1945.

Relative to the capital outlay for 1946 the Trustees agreed that the following sums would probably be necessary to make the necessary improvements.

Painting	$ 300.00
Conversion to oil	675.00
Lighting	3000.00
Repairing roof	8000.00
Cleaning devices and Floor polisher	250.00
Vacuum cleaner	$ 350.00

Re-designing of front entrance to be decided upon after an architect had been consulted.

Respectfully submitted,

Francis Keefe

Secretary

A special meeting of the Board of Trustees of Robbins Library was held at the office of the Town Treasurer in the Town Hall, Arlington on Monday, January 7, 1946 at 7:30 P. M. Present were Frost, Clark, Seavey and Keefe.

This meeting was for the purpose of checking the Trust Funds of the library.

All the bank books were examined and found to be in keeping with the records.

The securities involved are in the safe deposit vault at the First National Bank of Boston and will be examined at a later date.

Respectfully submitted,

Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on January 15, 1946. Present were Messrs. Clark, Seavey and Frost. Mr. Keefe arrived late. In the absence of the Secretary, Mr. Keefe, Mr. Frost acted as Secretary Pro Tem until the Secretary's arrival.

The annual report of the Trustees for 1945 was discussed and approved. The annual report of Mrs.Achuff, Curator of the Art Fund, was received and approved as read.

Mr. Clark had available for discussion the architect's drawings for the proposed reconstruction of the front door. The plans as submitted contemplated a cost of $1700.00. No final action was taken on the plans, further thought to be given to this matter.

The annual 1945 report of the Librarian, Mrs. Spofford, was read and approved.

The Library Sub-Committee of the Finance Committee represented by Messrs. Theldon Phinney and Franklin Moore, was present for a general discussion of the proposed budget for 1946. Upon motion duly made and seconded, it was voted to submit a supplementary budget to include auxiliary lighting for the main Library and Dallin Branch, so that the lighting systems would conform to the State law.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on February 19, 1946. Present were Mrs. Vaughn, Miss Teele, Messrs. Clark, Frost and Keefe.

There was a discussion on the question of re-conversion to oil heat. The meeting was informed that according to the Town Accountant, the conversion may be made and the expense thereof paid from the unexpended balance of the conversion fund. For that reason, the amount of $675.00 for re-conversion to oil was excluded from the library budget for 1946 as submitted to the Finance Committee.

Mrs. Spofford announced the resignation of Miss Frances Macaulay as of February 23, 1946, Miss Macaulay having notified Mrs. Spofford that she was to be married.

Mrs. Spofford also announced the resignation of Miss Irene Christopher as of February 16, 1946, to accept a position with the Boston University College of Liberal Arts.

Mrs. Spofford also announced that Miss Mary Curry was resigning as of February 16, 1946 because she was moving to St. Louis.

Mrs. Spofford also stated that she had as yet been unable to obtain another janitor.

A letter was read from the Arlington Branch of the American Red Cross expressing thanks and appreciation to the Trustees for the use of the Junior Library Hall.

On motion duly made and seconded it was voted to authorize Mrs. Kathryn W. Achuff, Curator of the Print Collection, to purchase two twelve-tray units of card catalogue drawers for $42.45 each, said sum to be paid from the accumulated interest of the Robbins Art Fund.

On motion duly made and seconded it was voted to authorize Mrs. Spofford to purchase an adding machine for the library.

Respectfully submitted,

Francis Keefe
Secretary

15 Hawthorne Avenue
Arlington Heights, Mass.
February 27, 1946

Mr. Wilson D. Clark, President
Day Trust Company
111 Devonshire Street
Boston, Massachusetts

Dear Mr. Clark:

Following will indicate what changes in the 1946 Library Budget have been made by the Finance Committee:

"Personal Services" have been reduced from a total of $28,626 to $27,966. The attached white sheet will indicate where these changes have been made and you will note that the only differences from your request are in the "Classifier" and "Senior Assistant". I do not believe that this will materially affect your operations as I understand neither of these positions are filled at the present time and we have not changed the monthly rate but have merely reduced the period from twelve to ten months.

Your "Expenses" have been increased from $14,750 to $15,050. This is the result of our increasing your repairs and maintenance account by $300 which is to take care of the painting of the outside woodwork of the Dallin Branch, which amount you included under "Capital Outlay". It is our feeling that this is a maintenance rather than an outlay charge.

"Capital Outlay" has been reduced from $15,075 to $14,400. Changes made in the detail of capital outlay are as follows: The amount of $675.00 for reconversion to oil was eliminated. Since you have a balance of $1,079.19 in the account which was set up to enable you to convert from oil to coal, Mr. Needham advises that you can use any necessary part of this balance for your reconversion work. As explained above, the amount of $300.00 for painting the Dallin Branch has been transferred to "Maintenance". We have added an additional amount not originally requested of $300.00 to cover auxiliary lighting. Therefore, the net change in "Capital Outlay" is a reduction of $675.00.

I am forwarding a copy of this letter to Mrs. Spofford but, unfortunately, I have no spare copy of the white sheet attached. Therefore I imagine you will want to pass this along to her.

Very truly yours

F. Moore

F. Moore

Copy to: Mrs. Lucinda Spofford
Librarian, Robbins Library
Arlington, Massachusetts

Enc.

15 Dawson Avenue
Arlington Heights, Mass.
February 27, 1940

Mr. Wilson D. Clark, President
Day Trust Company
111 Devonshire Street
Boston, Massachusetts

Dear Mr. Clark:

Following will indicate what changes in the 1940 Library Budget have been made by the Finance Committee:

Personal Services" have been reduced from a total of $36,250 to $27,905. The estimated white about will indicate where these changes have been made and you will note that the only differences from your request are in the "Assistant" and "Janitor Assistant". I do not believe that this will materially affect your operations as I understand neither of these positions are filled at the present time and I do not imagine the monthly rate but more greatly reduced the period from twelve to ten months.

Your "Expenses" have been increased from $14,750 to $15,050. This is the result of our increasing your repairs and maintenance account by $300 which is to take care of the painting of the outside woodwork of the Dallin Branch, which you included under "Capital Outlay". Is it our feeling that this is a maintenance rather than an outlay charge.

"Capital Outlay" has been reduced from $13,075 to $1,400. Changes made in the detail of capital outlay are as follows: The amount of $675.00 for reconversion to oil was eliminated. Since you have a balance of $1,400.00 in the account which was set up to enable you to convert from oil to coal, Mr. Woodman advises that you can use any necessary part of this balance for your reconversion work. As explained above, the amount of $300.00 for painting the Dallin Branch has been transferred to "Maintenance". We have added an additional amount not originally requested of $300.00 to cover window lighting. Therefore, the net change in "Capital Outlay" is a reduction of $675.00.

I am forwarding a copy of this letter to Mrs. Bedford but, unfortunately, I have no spare copy of the white sheet attached. Therefore I imagine you will want to pass this along to her.

Very truly yours

E. Moore

Copy to: Mrs. Lucinda Bedford
Librarian, Robbins Library
Arlington, Massachusetts

Enc.

DETAIL OF PERSONAL SERVICES

ROBBINS LIBRARY

	Past Service	Appro. 1945		Request 1946	Recommend 1946	Sal. Com. Maximum
Head Librarian	19	$3,200.00		$3,500.00	$3,500.00	$4,200.00
Librarian Emeritus		300.00		300.00	300.00	-
Reference Librarian	23	1,900.00	✓	2,100.00	2,100.00	2,500.00
Cataloguer	18	1,800.00	✓	1,900.00	1,900.00	2,500.00
Children's Librarian	17	1,800.00	✓	1,900.00	1,900.00	2,500.00
Classifier (a)		1,520.00	✓	1,700.00	1,420.00 (a)	2,000.00
Head of Circulation	3	1,700.00	✓	1,900.00	1,800.00	2,500.00
Branch Librarian	15	1,700.00	✓	1,800.00	1,800.00	2,500.00
Branch Librarian (b)	20	764.00	✓	814.00	814.00	
Senior Assistant (c)		1,620.00	✓	1,700.00	1,420.00 (c)	2,000.00
Junior Assistant	1/2	1,500.00	✓	1,600.00	1,600.00	1,700.00
Junior Assistant	1/4	1,144.00	✓	1,300.00	1,300.00	1,700.00
Junior Assistant	10	1,400.00	✓	1,500.00	1,500.00	1,700.00
Junior Assistant	5	1,200.00	✓	1,300.00	1,300.00	1,700.00
Part-time Assts.		1,000.00	✓	1,200.00	1,200.00	
Library Staff		$22,548.00		$24,514.00	$23,854.00	
Janitors, Messengers, etc.		4,112.00		4,112.00	4,112.00	
TOTAL PERSONAL SERVICES		$26,660.00		$28,626.00	$27,966.00	

(a) Not yet filled - 1946 calculated at 10 mos. at $142 per month.
(b) Part time.
(c) Resigned Sept. 1945 - 1946 calculated at 10 mos. at $142 per month.

January 21st, 1946.

A regular meeting of the Board of Trustees of Robbins Library was held at the library on Tuesday evening, March 19, 1946. Present were Mrs. Vaughn, Miss Teele, Messrs. Clark and Keefe.

Upon motion duly made and seconded it was voted that the salary schedule as set forth in a list appended to a letter from Mr. Franklin Moore of the Finance Committee, to Mr. Clark, be approved, effective as of Jan. 1, 1946 and that the letter of Mr. Moore and the list be made a part of the library records.

There was a general discussion of the budget as approved by the Town Meeting of March, 1946. Upon motion duly made and seconded it was voted that the permanent increase of $260.00 as voted at the Town Meeting be awarded to all of the employees of the library in service Jan. 1, 1946, such increase to be proportionate to the length of service during 1946 of each employee.

Uponmotion duly made and seconded it was voted that Miss Mary Phyllis Brine be employed as a Senior Assistant Librarian at $1800.00 per year.

There was a general discussion of the lighting contracts and the roofing work to be done. Mrs. Spofford was authorized to order cleaning devices, provision for the purchase of which was included in the 1946 budget.

Upon motion duly made and seconded it was voted that Mrs. Spofford be authorized to expend the sum of $125.00 for the purchase of an adding machine, this vote referring to the same machine as authorized in the February meeting.

Respectfully submitted,

Francis Keefe
Secretary

A special meeting of the Board of Trustees of Robbins Library was held at the library on Monday evening, April 8, 1946 at 7:30. Present were Messrs. Clark, Frost and Keefe and Mr. Stanley Ryerson, Architect.

There was a general discussion of the proposed plans for changing the front entrance of the main library. It was finally decided that no structural change should be made in the entry but that the present location of the doors be maintained. Mr. Ryerson was authorized to prepare plans and specifications for new doors, to be located in the same position as the present doors.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on April 16, 1946, all of the trustees being present.

A letter from the Massachusetts Wharf Coal Company, submitting a bid for the installation of a new oil burner in the main library, at a cost of $713.00, including incidental work, was read. Mrs. Spofford was authorized to get bids from the Kelly Oil Company and from Gahm & Erickson and LeBaron for the same work.

On motion duly made and seconded it was voted that the sum of $35.00 be expended for shrubs to be planted at the entrance to the Children's Library.

Stanley M. Ryerson, Architect, was present at the meeting and presented some new plans, specifications and costs for a new door and entrance to the main library, his estimate of the cost being annexed hereto.

The Board favored a bronze door frame rather than oak and the question of the necessity for bids was discussed. It was the consensus of opinion that because of the use of patented materials in the proposed work, the scarcity of materials and the pressing need for the work, that bids could be dispensed with, in keeping with the Town By-Laws.

Mrs. Spofford gave her usualmonthly report, including a resume of the children's activities and stated that circulationwas still increasing.

Respectfully submitted,

Frances Keefe

A regular meeting of the Board of Trustees of Robbins Library was held at the library on May 21, 1946. Present were Mrs. Vaughn and Messrs. Clark, Frost, Seavey and Keefe.

It was announced that Mr. Herbert F. Freeman has been appointed janitor to fill the vacancy occasioned by the retirement of Mr. James Sullivan, a valued member of the staff for many years.

Mrs. Spofford gave a report on the re-conversion to oil question and stated that she had consulted with three companies, in addition to the Massachusetts Wharf Coal Company, with the following results:

Gahm and Erickson were not interested in bidding.
Kelly Coal Company was unable to supply a burner.
The Petroleum Heating Company bid was higher than the Massachusetts Wharf Coal Company bid.

Therefore, it was voted to accept the bid of the Massachusetts Wharf Coal Company in accordance with its letter of April 27, 1946.

Mrs. Spofford reported that she was having a great deal of difficulty in retaining a sufficient staff and was asked to do the best she could in the circumstances. She reported that the library now had 17,675 registered borrowers and 73,108 volumes.

Mrs. Vaughn reported that she had taken care of the shrubbery at the entrance to the Children's Library, within the appropriation of $35.00.

Respectfully submitted,

Irvin Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held on June 18, 1946. Present were Mrs. Vaughn, Miss Teele, Messrs. Frost, Clark and Keefe.

Mrs. Spofford reported that the work on the installation of the oil burner was almost completed. She further reported that the gutter on the west side of the Children's Library had been repaired.

Mrs. Spofford also reported that Miss Jeannette Favreau, formerly an employee of the library, had been hired for the summer. Mrs. Spofford stated that Mrs. Mary Alice McGee and Mrs. Andree B. Webb, part time assistants, were to leave at the end of June.

On motion duly made and seconded it was voted to retain the present library hours for the summer months.

There was another discussion relative to the repair of the roof and Mrs. Spofford was authorized to check with a Mr. Richardson, a roofer, with a view to getting an estimate for the repair of the roof.

Architect Stanley Ryerson and Mr. Seeley of the Ellison Bronze Company, met with the Trustees to discuss the question of the new front door. Prices were submitted by Mr. Ryerson and Mr. Seeley as follows:

To install new door	$2114.00
To remove old door and cut the marble threshold	162.00
To remove and re-set the marble floor with extra charge for any marble that is broken when removing the same.	187.50
For glass, approximately	$ 100.00

It was estimated that this work could be done in two months' time.

The Secretary was instructed to inquire from Mr. Needham as to whether or not the library special funds could be used to pay for the excess of this work above the appropriated sum of $2500.00.

It was voted to hold the July meeting as usual.

Respectfully submitted,

Francis Keefe

A regular meeting of the Trustees of Robbins Library was held on July 16, 1946. Present were Mrs. Vaughn, Miss Teele, Messrs. Frost, Clark, Seavey and Keefe.

Mrs. Spofford reported that the installation of the oil burner was almost completed.

The following bids relative to the oil contract for the coming year were received.

.. 6400 TEL. LEX. 0679

ARLEX OIL CORPORATION
RANGE AND FUEL OILS
1540 MASS. AVE., ARLINGTON, MASS.
AT ARLINGTON-LEXINGTON LINE

July 16, 1946

Mrs. Lucinda F. Spofford
Robbins Library
Arlington, Mass.

Proposal for furnishing #2 Fuel Oil, Robbins Library Building and Dallin Branch Library.

We will deliver #2 Fuel Oil at the above libraries mentioned at, ½ cent below the regular tank wagon price.

Todays price is 8.1 cent per gallon, your price would be 7.6 cent per gallon.

Hoping that this will meet with your approval.

Yours ~~truly~~,
W. E. Maloney
W. E. Maloney

Peirce & Winn Co.

HWP:MMP

Upon motion duly made and seconded it was voted that the oil contract be awarded to the Arlex Oil Corporation, in keeping with its bid. The secretary was authorized to notify the company to that effect.

Mrs. Spofford reported the resignation of Miss Phyllis Brine as of August 17, 1946. She stated that the employment situation was still acute and thatinquiries had been made at Simmons, Tufts, Emmanuel and Regis colleges with no satisfactory results.

A communication was received from the Board of Selectmen relative to the hours of service of the employees and the amount of additional help necessary if the hours of service were decreased to 37½ hours and Mrs. Spofford was authorized to check on this matter and to give the information requested.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of Robbins Library was held at the library on September 17, 1946. Present were Miss Teele and Messrs. Clark, Seavey and Keefe.

Mrs. Spofford announced the resignation of Mrs. Margaret O. Heaps as a regular employee of the library and stated that Mrs. Heaps would continue to work on a part time basis.

Mrs. Spofford read a note of appreciation for the flowers which were sent on the occasion of the death of Miss Elizabeth Newton, Librarian Emeritus.

Mrs. Spofford reported that on October 8, 1946 the Charles River Library Club would meet at the library at ten A. M. and would be addressed by one of the Board of Trustees.

Upon motion duly made and seconded it was voted that the previous votes relative to the purchase of an adding machine be rescinded and that a sum not exceeding $185.00 be spent for the purchase of a new adding machine.

Upon motion duly made and seconded it was voted that the following employees be added to the library staff:

Miss Hope McMahon, a graduate of Boston University, as a part time Junior Assistant, on a weekly basis of $26.00 a week.

Miss Marjorie C. Donovan, an Emmanuel graduate, on a six months' trial basis as a Junior Assistant on an annual salary of $1600.00.

Miss Mary J. Murdock, a graduate of Simmons College Library School, as a full time Senior Assistant, at an annual salary of $1800.00.

It was voted to approved the employment of Miss Jean G. Lohafink of Baltimore, Maryland, as a part time assistant.

Respectfully submitted,

Secretary

It is further agreed as follows:

Buyer agrees to furnish suitable storage tank and proper connections thereto in order that deliveries can be made outside of building, which shall at all times be accessible, and that all private ways and connections between a public highway and the connections to the receiving tank shall be kept at all times in a suitable condition to permit the unloading of oil from tank-wagons or trucks, as well as free from snow and other obstructions and the free passage of trucks and employees of the Seller. Seller shall not be liable for, or on account of, any damage to the premises where delivery is made or to property of Buyer arising out of, or by reason of, such deliveries unless damage is caused by negligence of Seller in making delivery. Any claim against the Seller for damages alleged to have been caused by its negligence must be made in writing within fifteen days after any delivery, or the same shall be deemed waived for all purposes.

The Buyer shall give at least two days' notice in advance before any delivery is required, except on weather controlled delivery system. The Seller at its option, may defer further shipments until compliance with the terms of payment has been made, or may require cash on delivery and may elect to terminate this agreement in case Buyer's financial responsibility becomes unsatisfactory to Seller.

Strikes, fires, failure of railway, state of war, pro-ration of oil supply, pipe line or vessel service as public or private carrier or any act of God or providential cause happening to either party to this contract or inability of the Seller to perform by reason of any failure of supplying refinery or manufacturer to deliver to Seller, may render this agreement inoperative during the continuance thereof, and no liability for damages shall attach against either party on account thereof. This agreement is not assignable except with the written consent of Seller.

It is agreed that the Buyer will assume and pay any tax or duty now or hereafter placed on products covered by this agreement by the City, State or Federal Government.

No understandings or agreements not expressly stated herein shall be binding on the parties hereto, unless such understandings and agreements are reduced to writing and signed by the respective parties.

This agreement shall not be binding on the Seller unless accepted by the Sales Manager of the Seller.

The signing of this agreement by the Buyer does not establish a Charge Account until approved by Seller's Credit Department.

This agreement subject to any regulations of any Governmental authority, either state or federal, affecting either product, labor costs or freight rate, including any regulations established and including any effect thereof on prices to be charged by or to us during the life of this agreement.

ARLEX OIL SALES CO.

ARLington
6400

LEXington
0679

ARLEX
OIL SALES CO.

1540 Mass. Ave.
Arlington, Mass.
At
Arlington-Lexington Lin

PRICE PROTECTION AGREEMENT
HEATING OIL

This agreement, subject to conditions printed on reverse side hereof, made by and between the Arlex Oil Sales Co. of Arlington, Massachusetts, hereinafter called the Seller, and

Name Robbins Library & Delivery to be made at:

Address Dallin Branch Library
hereinafter called the Buyer.

Seller agrees to sell and deliver to Buyer and Buyer agrees to buy and receive from Seller at the above specified address(es) during the period between the date of this agreement and May 31, 194 7, his entire heating oil requirements, in lots of 100 gallons or more, and to pay for same at prevailing posted retail delivered price on day of delivery under the following terms and conditions:

Approximate Quantity	Make of Burner	Kind of Oil	Size of Tank
20,000 Gallons		# 2	1500 Gallons

Today's Posted Retail Delivered Price is	During term of agreement, posted retail price guaranteed not to exceed
8.6 c per gallon	2cent below posted retail price c per gallon

Should the Seller reduce the price of this product during the life of this agreement, reduction will be allowed to the Buyer as of the date such reduction is effective.

TERMS OF PAYMENT: open Terms Approved A.V.D

(Subject to approval of Credit Department) (Credit Mgr.)

Weather Controlled Fuel Oil Delivery Service ☐ **(Seller schedules and makes deliveries in keeping with the weather in such quantities as may be required to keep Buyer's storage tank adequately supplied at all times throughout the heating season.)**

Route Delivery ☑ On Customer's Order ☐

Gallons in Tank	Domestic Hot Water	First Fill Wanted

Buyer's Signature Board of Trustees of Robbins Library Date 11/25/46
Frances Neal, Trustee

ARLEX OIL SALES CO. Date
H. E. Maloney 11/9/46
Sales Mgr.

Salesman .....

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on October 15,1946. Present were Miss M. Helen Teele, Mrs.Sarah Vaughn, Messrs. Frost, Clark, Seavey and Keefe.

A letter addressed to the Chairman, Mr.Clark, from Architect Stanley M. Ryerson, was read at the meeting. The letter stated that due to labor shortages the Ellison Company could not make delivery of the new entrance to the library until some time in January. Mr. Ryerson also reported that he had received two bids for the work of preparing the threshold for the new entrance, as follows:

George R. Sands & Sons, Cambridge, Mass.	$120.00
Albre Marble & Tile Company, Inc., Dorchester, Mass.	$125.00

There was another discussion on the question of repairing the roof and the Secretary was instructed to ask Mr. Needham, the Town Accountant, whether or not bids would be necessary in view of the fact that there is still a scarcity of labor and materials and a scarcity of bidders.

Upon motion duly made and seconded it was voted that Mrs. Spofford be authorized to expend an additional sum of $400.00 for the purchase of books for the library.

Mrs. Spofford introduced a proposed Act for the Establishment of a Board of Registration of Librarians and Regulating the Practice of Librarianship, a copy of which proposed Act will be filed in the correspondence files of the Secretary. This matter was discussed and upon motion duly made and seconded it was unanimously voted that the proposed legislation not be approved by the Trustees.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on November 19, 1946, all of the Trustees being present.

The secretary was directed to communicate with Arlex Oil Company relative to the servicing of the Heights Branch oil burner, and relative to the fixing of the thermostatic control at the main library.

The secretary was also authorized to write to the Board of Selectmen requesting that they continue the present method of purchasing incandescent lamps.

Upon motion duly made and seconded, it was voted that the board invest the sum of five thousand dollars ($5,000.00) in United States Series G treasury bonds, with the proceeds from the sale of Jersey Central bonds, which have been called, and that any balance remaining be deposited in the Arlington Five Cents Savings Bank.

The secretary was directed to write to Mrs. Achuff, the curator of the print collection, relative to the purchase of the portraits of the Justices of the United States Supreme Court.

Upon motion duly made and seconded, it was voted that any deficit in the salary account be made up from library trust funds.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of the Robbins Library was held December 17, 1946 at the main library. Present were Trustees Clark, Seavey, Frost and Keefe. The Secretary read a letter from Kathyrn M. Achuff, Curator of the Print Collection relative to plans for the future with respect to the print collection. This letter is filed in the Secretary's correspondence file.

The question of the fuel oil supply for 1947 was discussed and since it is necessary to obtain new bids for the coming year, Mrs. Spofford was authorized to make the proposal for bids.

Upon motion duly made and seconded it was voted that the sum of $147.05 be taken from the library funds to be used to make up the salary deficit caused by the insufficiency of the salary appropriation.

Upon motion duly made and seconded it was voted that the salary bonus as voted by the November Town Meeting be approved and distributed to the employees as follows:

1.	Lucinda F. Spofford	$ 208.00
2.	Ruth Sampson	208.00
3.	Esther Gannett	208.00
4.	Eva Smith (Part-time Branch Librarian)	104.00
5.	Thelma Montague	208.00
6.	Ruth Fuller	208.00
7.	Susanne MacGillivray	208.00
8.	Mary J. Murdock Sept. 9-16 weeks 2 days	65.33
9.	Marjorie C. Donovan Aug. 12-20 weeks 2 days	81.33
10.	Rebecca Degitz May 15-33 weeks 2 days	133.33
11.	Ethel Hawkins	208.00
12.	Marilyn Kenney Part-time	52.00
13.	Florence Sever Part-time	25.00
14.	Robert Coughlin	52.00
15.	George A. Capes (Custodian)	208.00
16.	Herbert F. Freeman (Custodian) May 6-34 weeks 2 days	137.33
17.	Margaret Heaps	169.00
	Total	$2483.32

The Secretary was authorized to write to the Chairman of the Library Sub-Committee of the Town Finance Committee to arrange for the presence of the Sub-Committee at the January meeting of the Trustees.

Mrs. Spofford in her usual report stated that the library has enjoyed a year of increased activity, with a substantial increase in the number of borrowers.

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Trustees of the Robbins Library was held at the Library on January 21, 1947. Present were Messrs. Wilson D. Clark, Jr., Edmund L. Frost, Warren A. Seavey and Francis Keefe.

A letter was received from Mrs. Sarah R. Vaughn stating that because of ill health, she was not convinced that she should run for Trustee of the Library again and wished to know the attitude of the Board with respect to candidacy. The Chairman was authorized to state that the Board would regret very much if Mrs. Vaughn could not see fit to run again.

Messrs. Fish and Donovan of the Library Sub-Committee of the Finance Committee of the Town of Arlington were present and went over the budget for 1947.

The annual reports of Wilson D. Clark, Jr., Chairman of the Board, Kathryn M. Achuff, Curator of the Art Collection and the annual report of Lucinda F. Spofford, Librarian, were read at the meeting. They will appear in the Annual Town Report.

Mrs. Spofford gave her usual monthly report and stated that the fines for the year amounted to $2240.89.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on February 11, 1947. Present were Miss M. Helen Teele, Chairman Wilson D. Clark, Jr., Mr. Warren A. Seavey and Mr.Francis Keefe.

A bill was received from Ellison Bronze Co., Inc. in the amount of $2114.00 representing the cost of the new doors and their accessories, which have been delivered on the premises. It was decided to withhold payment on this bill until the doors had actually been installed. Because of the difficulties of changing the doors in mid-winter, it was further decided to have the installation of the doors wait until warmer weather.

Mrs. Spofford reported that the Atlantic Roofing Company had started to do some work on the roof.

Mrs. Spofford gave her usual monthly report and stated that the help situation had become acute. She reported that Mrs. Kramer, a Junior Assistant, has resigned and that there had been some problems of discipline in the libraries.

After a considerable amount of discussion on the employment situation the matter was left to the judgment of the Librarian to take what reasonable steps she could to alleviate the situation.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the Main Branch on March 17, 1947. Present were Miss M. Helen Teele, Chairman Wilson D. Clark, Jr., Mr. Warren A. Seavey, Mr. Edmund L. Frost and Mr. Francis Keefe.

The resignation of Miss Esther D. Gannett, a faithful and efficient employee of the Library for a period of twenty years, was read and accepted with regret and the Secretary was instructed to write a suitable letter to her.

Mrs. Spofford gave her usual monthly report and stated that the Library circulation was increasing regularly and that as of February, 1947, had reached the approximate circulation level of the year 1940, the decline of the war years having been made up in recent months.

The Trustees learned with regret of the accident that occurred to Mrs. Walter J. Vaughn, Trustee, who is now at Symmes Arlington Hospital with a broken wrist and the Secretary was instructed to communicate the sentiments of the Board to her.

Mrs. Spofford further reported that she had interviewed two applicants for positions in the Library, a Mrs. Doris W. Pickard of 1 Saginaw Avenue, North Cambridge, a graduate of Simmons College in 1934 and with some background of library work, and a Mrs. Donald S. Gray of 53 Lowell Street, Arlington a graduate of Kathleen Dell School, whom she planned to employ on an hourly basis and she was authorized to make whatever arrangements she deemed best in order to obtain the services of these ladies.

There was a discussion of painting to be done at the Heights Branch of the Library. The Secretary was instructed to obtain the names of some painters who might be willing to bid on it.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on April 15, 1947. Present were Miss M. Helen Teele and Messrs. Wilson D. Clark, Jr., Edmund L. Frost and Francis Keefe.

There was a discussion on the question of the proposal submitted by Atlantic Roofing & Skylight Works relative to repairs on the library roof and it was agreed that the Secretary should call the Town Accountant, Mr. Clarence Needham, and if Mr. Needham is satisfied that in the circumstances it would be proper for the Trustees to go forward with this work without bids, the Secretary was authorized to so inform theAtlantic Roofing Company and to have the work started.

A communication from the Ellison Bronze Co., Inc. was read relative to payment for the new library doors. The Secretary was requested to write said company, stating that the money was available and would be paid as soon as the doors were installed.

Mrs. Spofford gave her usual monthly report and stated that new shrubbery was needed for the main library and the Heights branch. She was authorized to go forward and obtain such shrubbery as is needed.

Mrs. Spofford reported that Mrs. Doris W. Pickard had been employed on a six months trial basis at an annual salary of $2000.00. There was a general discussion of the employment situation along the lines referred to in other reports.

Upon motion duly made and seconded it was voted that the Librarian be authorized to use the sum of $15.00 to be taken from library funds for the purpose of providing flowers for the library on special occasions.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on May 21, 1947. Present were Miss M. Helen Teele and Messrs. Wilson D. Clark, Jr. and Francis Keefe.

It was decided that the next meeting would be held on Monday, June 16, 1947, instead of on Tuesday, June 17, because of the holiday.

Mrs. Spofford gave her usual monthly report and stated that Mrs. Margaret Heaps, former Assistant Librarian, who had been helping at the library on part time work for some time, was seriously ill and probably would not be able to come back to the library.

There was a prolonged discussion on the salary question and the employment situation but no definite conclusions were reached.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Library Trustees was held at the Library, Monday, June 16, 1947. Present were Miss M. Helen Teele, Messrs. Wilson D. Clark, Jr., Edmund L. Frost and Francis Keefe.

The bids for the painting at the Dallin Branch of the Library were opened. The following bids were received:

1. The Kenney Company, 258 Park Square Bldg., Boston, Mass. - 1 coat $235.00 - 2 coats $390.00.
2. Wm. L. Creech Company, 6 Water Street, Arlington, Mass. - 1 coat $355.00 - 2 coats $650.00.
3. Mr. Leo Bennett, 56 Madison Avenue, Arlington, Mass. 1 coat $400.00 - 2 coats $475.00.

Letters had also been addressed to the Farmer Bros., 126 Brattle Street, Arlington and William J. Hall, 112 Park Avenue, Arlington requesting bids but no replies were received. All bids were based upon the same specifications.

Upon motion duly made and seconded it was unanimously voted to accept the bid of The Kenney Company for a two coat job for a total of $390.00. The following is the bid of The Kenney Company, specifications therein contained being the same specifications as submitted to the other bidders:

1. The Kenney Company to furnish all stock, labor, equipment and full Public Liability and Workmen's Compensation insurance.
2. Areas to be painted: All windows, doors, iron railings, grilles, coving, trim, cupola; and also the interior of front entrance vestibule.
3. Clean and sand where necessary.
4. Reputty windows where necessary.
5. Paint all areas one coat best quality Dutch Boy lead and oil paint - colors desired.
6. Price for complete job - one coat - $235.00.
7. In our opinion one coat would be poor economy because of the condition of the present surface. We strongly recommend two coats. The price for two complete coats is $390.00.

Upon motion duly made and seconded it was voted Mrs. Esther Gannett Henderson, former employee of the Library, be awarded her proportionate share of the 1947 bonus voted at the May Town Meeting, said bonus to be awarded for the months of January, February and March, 1947.

The bids for the providing of fuel oil for the Library from July 1, 1947 to July 1, 1948 were opened. All the bids were requested upon the same basis, namely: An approximate amount of 25,000 gallons #2 fuel oil. The following bids were received:

1. Peirce & Winn Company, Arlington, Mass. - ½¢ per gallon off the current posted price.
2. Arlex Oil Corporation, Arlington, Mass. - ½¢ per gallon off the current posted price.
3. Mass. Wharf Fuels, Boston, Mass. - 3/4¢ per gallon off the current posted price.
4. Metropolitan Coal Company, Boston, Mass. - 1¢ per gallon off the current posted price.

Upon motion duly made and seconded it was unanimously voted to accept the contract of the Metropolitan Coal Company based upon the bid which is as follows:

"We would be very happy to furnish #2 Fuel Oil for the heating season July 1, 1947 to July 1, 1948 for delivery to the Robbins Library and the Dallin Branch Library at one cent (.01) off the posted tank wagon price at time of delivery. Today's price of.094."

There followed a discussion of the possibility and necessity of closing the Library on Saturdays due to the help situation and after considerable discussion it was unanimously voted that the Library be closed during the months of July and August, 1947 on Saturdays. This is to be on a temporary and experimental basis only.

Upon motion duly made and seconded it was voted a two weeks' vacation with pay be awarded to the janitor, Herbert F. Freeman and to Miss Ethel Hawkins.

It was agreed between the Trustees that the meetings would be held as usual through the summer months.

Respectfully submitted,

Secretary

A regular meeting of the Trustees of Robbins Library was held at the Library on July 15, 1947. Present were Miss M. Helen Teele, Chairman Wilson D. Clark, Jr., Edmund L. Frost and Francis Keefe.

The Secretary read a letter from Mrs. Walker, daughter of Mrs. Vaughn, thanking the Trustees for flowers sent to Mrs. Vaughn during her recent illness.

There was a discussion relative to the Easterly boundary of the library property and the problem of the Unitarian Church relative to the foot path through its property and the library property, to the library street. The Trustees examined the location and apparently the library bound is farther to the East than was previously thought. No conclusion was reached as to what should be done concerning the path that is being worn by the public through the property.

The Secretary read a letter from Nellie C. Alsen, Secretary of the Arlington Branch of the Boston Metropolitan Chapter of the American Red Cross, thanking the Trustees for the use of the Junior Library Hall.

Mrs. Spofford gave her usual monthly report.

Upon motion duly made and seconded it was voted that Miss Mary Murdock, one of the library employees, be appointed to the position of ~~Classifier~~ Assistant Librarian at an annual salary of $2000.00, such appointment to be effective as of July 1, 1947.

Upon motion duly made and seconded it was voted that the Library accept for storage, but without responsibility for safe keeping or otherwise, the Civil War flags and momentoes from the United Veterans' of the Civil War, provided that a suitable case for the flags and momentoes be provided to the library and provided that the Trustees and the Librarian have absolute discretion so far as the location in the library of these articles is concerned and with the right reserved on the part of the Trustees to turn over these articles to the Arlington Historical Society if, in the discretion of the Trustees, the library is unable to any longer provide storage space or for any reason desires to remove said articles from the library.

Upon motion duly made and seconded it was voted that the sum of $260. be spent for an electrically operated floor machine.

Mrs. Spofford reported that the Arlington Heights Study Club has contributed a collection of books by Arlington authors to the Dallin Branch of the library and the Secretary was authorized to write an acknowledgment of the same.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on Tuesday evening, August 19, 1947. Present were MissM. Helen Teele, Chairman Wilson D. Clark, Jr., Edmund L. Frost and Francis Keefe.

It was agreed that the next meeting of the Trustees would take place on September 15, 1947, the third Monday of September, rather than on the third Tuesday, as is the custom.

The resignation of Mrs. Sarah R. Vaughn as a Trustee of the library was received and accepted with regret. The Secretary was authorized to write to her, expressing the best wishes of the Board of Trustees for her return to good health.

Upon motion duly made and seconded it was voted to change the hours for the East branch of the library at the Crosby School from Tuesday, one to six, Thursday, one to six and Saturday, one to six and seven to nine, to Monday, one to six, Wednesday, one to six and Friday, one to six and seven to nine. This change was necessary as a result of the limitations that have been placed upon the time of the school custodians, who have been taking care of the East branch of the library. They are now operating under a forty-eight hour week, with no provision for over-time, and the old hours for the East branch did not lend themselves to the custodians' schedule.

Upon motion duly made and seconded it was voted to change the evening hours at the Dallin branch of the library from Tuesday, Thursday and Saturday, seven to nine, to Monday, Wednesday and Friday, seven to nine.

Mrs. Spofford gave her usual monthly report and stated that circulation had been increasing and that the employment situation is still a source of extreme discomfort.

Respectfully submitted,

Francis Keefe

Secretary

A regular monthly meeting of the Board of Trustees of the Robbins Library was held on September 15, 1947. Present at the meeting were Messrs. Wilson D. Clark, Jr., Chairman, Warren A. Seavey, Edmund L. Frost and Francis Keefe.

The resignation of Miss M. Helen Teele, a valued member of the Board for many years, was received with regret and accepted by the Board. The Secretary was instructed to write to Miss Teele expressing the appreciation and best wishes of the Board.

There was a general discussion relative to the future capital expenditure requirements of the Library and a decision was reached to insert in the budget requests for funds for the purpose of interior decoration and renovation and for the relocation of the cataloguing room.

The matter of installation of the new lighting system and stacks was also discussed and Mrs. Spofford was to obtain figures, if possible, for this work, the money for which has already been appropriated.

Mrs. Spofford was also requested to get figures for the painting of the outside woodwork and sash with the view to having that done in 1947, if funds were available from the repair item in the 1947 budget.

Mrs. Spofford reported that Miss Helen Hovanesian had been employed as temporary employee at a salary of ninety cents an hour.

Respectfully submitted,

By Francis Keefe
Secretary

A regular meeting of the Board of Trustees of Robbins Library was held at the library on October 21, 1947. Present were Messrs. Wilson D. Clark, Jr., Edmund L. Frost and Francis Keefe.

A letter from the Town Accountant, Mr. Clarence Needham, requesting the budget requirements for 1948 was read by the secretary.

Trustees Frost and Keefe were requested to attend a special meeting of a Committee on Salaries and Wages to be held in the Hearing Room of the Town Hall on October 29, 1947 at eight P. M. for the purpose of presenting the views of the Trustees on future salary requirements of the library.

Upon motion duly made and seconded it was voted that Miss Thelma Safgren of Arlington be employed as a Junior Assistant Librarian at a salary of $35.00 a week.

Mrs. ~~Safgren~~ Stafford gave her usual monthly report and there was a discussion on the salary and employment questions.

Respectfully submitted,

Francis Keefe

Secretary

A special meeting of the Committee of the Board of Trustees of Robbins Library was held at the library on September 29, 1947 at 7:30 P. M. for the purpose of opening the bids for the painting of the exterior of the main library. The Committee, consisting of Wilson D. Clark, Jr. and Edmund L. Frost, was present. The following bids were received and opened:

Mr. Leo Bennett, 56 Madison Street, Cambridge $900.00

Kenney Co., 258 Park Square Building, Boston $685.00

The contract was awarded to Kenney Co. on the above bid

Requests for bids for the painting and specifications had been previously mailed to the following on September 23, 1947:

Mr. Wm. L. Creech, 6 Water Street, Arlington
Mr. Wm. J. Hall, 112 Park Avenue, Arlington
Kenney & Co., 258 Park Square Building, Boston (Arlington)
Mr. Leo Bennett, 56 Madison Avenue, Cambridge Mass.
Farmer Bros., 125 Brattle Lane, Arlington

Copies of the request for bids and specifications are attached hereto.

Respectfully submitted,

Librarian-Secretary Pro Tem

enney Co

COPY

September 23, 1947

enney Co.
58 Park Square Building
oston, Massachusetts

Attention: Mr. Walter T. Kenney

entlemen:

The Trustees of the Robbins Library are asking for bids or the painting of the exterior of the Main Library of the obbins Library, 700 Mass. Avenue, Arlington, Massachusetts.

If you are interested kindly use the specification form nclosed. Figures must be submitted by five o'clock, Monday, eptember 29, 1947.

Very truly yours,

Lucinda F. Spofford
Head Librarian

. S. Address reply to:

Trustees of Robbins Library
700 Mass. Avenue
Arlington 74, Massachusetts
c/o Mrs. Lucinda F. Spofford

nc. 1

ROBBINS LIBRARY
ARLINGTON, MASS.

NDA F. SPOFFORD
LIBRARIAN

The following are specifications for the exterior painting of the Main Library of the Robbins Library, 700 Mass. Avenue, Arlington, Mass.

SPECIFICATIONS
Exterior Painting

1. The contractor to furnish all labor, stock, equipment bonds and full insurance to do the job.

2. Areas to be painted: All exterior wood and metal areas of building and annex including 7 storm windows and the lettering "Robbins Library" on the Mass. Avenue side and the two lamp pillars at front entrance.
   Specifically excluded: Main entrance door, iron railings, iron grate grilles, and wood screens.

3. All areas to be well sanded of loose and scaling paint and to be given two coats of lead and oil paint on wood surfaces and a priming coat of lead and oil and a finish coat of best quality trim paint on metal surfaces.

4. Window sash to be cleaned of loose putty and all broken putty to be replaced with best quality glazing compound.

5. Lead and oil paint to be either Dutch Boy or Eagle.

6. Work to be started within five days of awarding and finished in fourteen days.

September 23, 1947

Are sent to Kenney Co. and others.

The Committee of the Trustees of Robbins Library appointed to meet with the Town Committee on Salaries and Wages met in the Hearing Room of the Town Hall with the said Town Committee on October 29, 1947 at eight P. M. Representing the Trustees were Messrs. Edmund L. Frost and Francis Keefe. Present also was Librarian, Lucinda F. Spofford.

The Committee outlined the viewpoint of theTrustees with respect to the salary question and submitted its views with respect to the future. The discussion was general and no specific conclusion was reached, the Town Committee apparently being interested only in obtaining a general picture of the present salary set-up and the possible requirements for the future of the library employees.

Respectfully submitted,

Francis Keefe
Secretary

A special meeting of the Trustees of Robbins Library was held at the office of the Selectmen, Town Hall, Arlington, in conjunction with the Board of Selectmen, on November 17, 1947, at 7:30 P. M., for the purpose of filling the vacancies on the Library Board occasioned by the death of Trustee, Sarah R. Vaughn, and the resignation of the Trustee, M. Helen Teele.

Upon motion duly made and seconded, Selectman William Adams was made Chairman of the Meeting and James A. Golden, Jr. was made Secretary.

Upon motion of Wilson D. Clark, Jr., Roscoe O. Elliott of 1 Windmill Lane, Arlington, and Mark W. Bradford of 331 Mystic Street, Arlington, were nominated to fill the vacancies and were unanimously elected.

Whereupon the meeting adjourned.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on November 18, 1947. Present were Chairman Wilson D. Clark, Jr., Warren A. Seavey, Edmund L. Frost, Mark W. Bradford and Francis Keefe.

Mrs. Spofford gave her usual monthly report and stated that therehad been an increase in circulation in all the libraries and a pronounced increase in circulation in the grammar schools and the hospital.

Upon motion duly made and seconded it was voted that a story teller be engaged for the remainder of the year to tell stories to the children.

A general discussion on the budget for 1948 took place and it was agreed that the following figures be submitted to the Finance Committee on the 1948 budget:

Books	$8000.00
Periodicals	900.00
Binders	2500.00
Building and Grounds	
Repairs and Maintenance	
Misc. Supplies	1700.00
Fuel	2500.00
Light	1100.00
Telephone	275.00
Office Maintenance & Supplies	
Postage	
Advertising	
Misc. Expense	$2000.00

The question of salaries for the coming year was discussed at length, as was also a proposal of Mrs. Spofford for a salary classification, a schedule being prepared and submitted by Mrs. Spofford, a copy of which is annexed hereto.

No decision was reached either with respect to the salaries to be requested next year or as to any scheme for salary classification.

A note from Margaret Vaughn Behr was read by the Secretary, expressing appreciation to the Trustees for the flowers sent upon the death of Mrs. Vaughn, late trustee of Robbins Library.

Respectfully submitted,

Francis Keefe

Secretary

ROBBINS LIBRARY
ARLINGTON, MASS.

Population 43,000

alary Classification

Professional	Minimum	Maximum
ibrarian	$4,200	$5,000
ssistant Librarian (not filled)	3,000	3,400
eference Librarian	2,600	3,000
hildren's Librarian	2,600	3,000
chool Librarian		
ead Circulation	2,600	3,000
ataloguer	2,600	3,000
ranch Librarian	2,400	2,800
enior Assistant	2,300	2,700
unior Assistant	2,100	2,500
	24 400	28,400
ub Professional	1,456 $28 per week	1,856
art-time Assistant	65¢, 80¢, 90¢ and $1.00 per hour.	
" " Workers	30¢, 40¢ and 50¢ per hour.	

ovember 18, 1947.

A special meeting of theTrustees of Robbins Library was held at the library on December 2, 1947. Present were Chairman Wilson D. Clark, Jr., Warren A. Seavey, Roscoe Elliott, Mark W. Bradford and Edmund L. Frost. In the absence of the Secretary, Francis Keefe, Mr. Frost was appointed secretary pro tem.

Upon motion duly made and seconded, it was voted to have the Theodore Schwamb Co. build a book display case for $85. and refinish the present case for $15.

The Trustees approved the list as presented by Mrs. Spofford of employees to receive the extra special compensation for 1947 and the amounts thereof.

A letter from Mrs. Katherine Achuff to Miss M. Helen Teele,was read requesting a leave of absence from her duties as custodian of the Robbins Print Collection. The leave would take effect March 1, 1948 and last for several months. Mrs. Achuff will stop work Feb. 1, 1948 but will complete her February duties in January. The request was unanimously granted by the Trustees.

A letter from Mrs. Wilson Marin of Evanston, Illinois, was read, enclosing a check for $5. with the request that it be used at the discretion of the Trustees, in memory of Mrs. Walter J. Vaughn. Mrs. Spofford was instructed to purchase a vase or something similar which could be suitably inscribed.

A letter from Mrs. William N. Tenney, Auburndale, Mass., was read, offering to the library an old picture of the Duke of Marlborough. The Trustees voted to accept the gift.

Mrs. Spofford requested about $600. for the purchase of new books. She was instructed to find out if this amount could be used from unexpended funds in the bindery appropriation. If the money could not be obtained here, she was authorized to spend $600. of income from Trust funds.

It was voted that the Librarian be authorized to draw on Trust fund income to anticipate payment for Library of Congress cards.

Mrs. Spofford reported extreme activity in the various library departments and a continued increase in circulation.

The 1948 budget asdrawn up onNov. 18, 1947 was reviewed and approved without change.

It was voted to include in the 1948 budget under capital outlay a sum for interior painting. This figure is to be obtained by Mrs. Spofford from the painting contractor regularly used for Town Hall work.

It was voted that the Librarian be authorized to sell the used stoker to the highest bidder and to give to some other town department the coal now in the library basement.

It was voted that Mr. Clark and Mrs. Spofford submit to the full board at its Dec. 16 meeting their recommendation for salary increases for the 1948 budget. These increases are to equalize present inequalities and are to range from 10% to 15% of the 1947 base pay.

Respectfully submitted, Edmund L. Frost Secretary Pro Tem

A regular meeting of the Trustees of Robbins Library was held at the Library on Tuesday evening, December 16, 1947. Present were Chairman Wilson D. Clark, Jr., Warren A. Seavey, Mark W. Bradford, Roscoe O. Elliott and secretary pro tem, Edmund L. Frost.

Mr. Clark read a letter from James A. Bailey, attorney, enclosing a check to the Library Trustees in the amount of $15,000.00. The income of the donation is for general library funds and is given under the will of Emma Sprague. Mr. Clark also read a letter from Mr. Anderson, Town Treasurer, stating that the Town of Arlington had received a check for $7500.00 under the will of Emma Sprague for the use of the library. This sum was deposited by Mr. Anderson in the Charlestown FiveCents Savings Bank. As there seemed to be a duplication in gifts, Mr. Clark is to clarify the situation before the Trustees take official action.

A letter was read from James Golden, secretary to the Selectmen, explaining the question of sick leave for town employees.

Mr. Clark presented estimates of prices from several companies for various types of interior work in the main library. After some discussion and inspection of the proposed work it was voted to include in the 1948 budget under capital outlay the sums of $3000.00 for painting and $500.00 for stair treads.

The salaries for 1948 were discussed and specific figures were decided upon, amounting to increases of about 15% over the basic 1947 salaries. It was voted to include in the salary budget salaries for four vacant positions, with the intention that these funds would pay the wages of part time workers if thepermanent positions were not filled. On this basis no sum was requested for part time workers.

It was voted to pay Mrs. Rowena Gray $142.80 plus $39.00 as a 1947 bonus. The figure of $142.80 was based on part time work for an incomplete year, as shown on the attached sheet.

Respectfully submitted,

Francis Keefe
Secretary Pro Tem

42 weeks full time bonus @ $4.00 $168.00

42 weeks full time-1680 hrs.

Mrs. Grey worked 1429 hrs.
(Dec. estimated 150 hrs.)

1429-85% of 1680 hrs.

85% of $168.00--$142.80

A meeting of the Trustees of Robbins Library was held at the library on December 29, 1947 at eight P. M. Present were Wilson D. Clark, Jr., Chairman, Edmund L. Frost, Mark W. Bradford, Roscoe O. Elliott and Francis Keefe.

A sub-committee of the Finance Committee of the Town of Arlington was present to discuss the proposed library budget for 1948. The sub-committee consisted of Messrs. Fish, Barnard and Fogg. The Trustees went over the 1948 budget with the sub-committee and outlined the reasons for any proposed changes therein. A copy of the proposed budget is annexed hereto. Special consideration was given to the matter of salaries for the library employees for 1948, the Trustees having requested a general increase of 15% on all base salaries. Mr. Fish stated that a report was expected from the Town Committee on Salaries which has been holding hearings on the general questions of salaries for all Town employees and that until that report was available and the Finance Committee has had a change to confer on it with the Salary Committee, that the question of salary increases would have to remain in abeyance. Trustee Roscoe O. Elliott volunteered on behalf of the Trustees to try to obtain information concerning the report of theTown Salary Committee.

After the sub-committee had left the Trustees proceeded with further business. The resignation of Marjorie C. Donovan was submitted, to be effective as of January 31, 1948, as she is to be married in February. Her resignation was accepted with regret.

The Chairman, together with the Librarian, was authorized to proceed with the preparation of the annual report of the Trustees for insertion in the annual records of the Town of Arlington.

The Secretary was authorized to write to James A. Bailey, Esq., Trustee u/w of Emma L. Sprague, and to acknowledge receipt of the sum of $15,000.00 from him on account of the legacy left to the library under her will.

Respectfully submitted,

Francis Keefe
Secretary

LIBRARIES

	Appropriated 1947	Expended 1947	Requested 1948	Recommends
Personal Services	$32966.00		$40040.00	
Expenses	17370.00		18975.00	
	$50336.00		$59015.00	
Personal Services:				
Librarian	3760.00		4350.00	
Librarian Emeritus				
Assistant Librarians)	24574.00			
Part-time workers)			30990.00	
Library services	$28334.00		$35340.00	
Janitors	4632.00		4700.00	
Total Personal Services	$32966.00		$40040.00	
Expenses:				
Books	7200.00		8000.00	
Periodicals	720.00		900.00	
Binders	2500.00		2500.00	
Building and Grounds Repairs and Maintenance				
Misc. Supplies	1700.00		1700.00	
Fuel	2200.00		2500.00	
Light	1000.00		1100.00	
Telephone	250.00		275.00	
Office Maintenance & Supplies				
Postage				
Advertising				
Misc. Expense	1800.00		2000.00	
Total Expenses	$17370.00		$18975.00	
Total	$50336.00		$59015.00	
Capital Outlay				
Painting (interior) $3,000				
Treads on stairs 500				
$3,500			$ 3500.00	

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on January 20, 1948 at 7:30 p.m. Present were Messrs. Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Warren A. Seavey and Francis Keefe.

A letter from the Hardy School Parent-Teacher Association regarding additional library facilities for the East End was received by Mr. Clark and both the letter and his reply thereto were read and are attached hereto.

A communication was received from the Board of Selectmen relative to the closing of the Annual Town Meeting Warrant on January 26, 1948, which communication is attached hereto.

A letter from the Board of Selectmen relative to sick leaves for Town Employees was read and is attached hereto.

The Annual Report of the Trustees and Report of the Librarian, Lucinda F. Spofford, was read and will be placed in the Annual Town Report.

Upon motion duly made and seconded it was voted that the salary of Herbert Freeman, custodian, be at the rate of $2020.00 annually as of Jan. 1, 1948.

Respectfully submitted

Francis Keefe

Secretary

HARDY SCHOOL PARENT-TEACHER ASSOCIATION

ARLINGTON, MASSACHUSETTS
74,

January 15, 1948

Mr. Wilson D. Clark Jr.
Chairman, Board of Trustees
Robbins Library, Arlington

Dear Sir:

The members of the Hardy School P.T.A. wish to express to you their interest in better library facilities for East Arlington.

We understand that you have recognized the need for a building for the East Arlington Branch and that an appropriation for it appears in the "Program of Capital Expenditures of 1947-52." We are aware of the present high costs of labor and material and that the possibility of building in the immediate future is unlikely.

East Arlington has needed more adequate library facilities for many years. The need for inspiration and help of good books has never been greater than it is today. This section of the town houses a large proportion of Arlington youth. Hardy School alone has well over six hundred children. If the children and youth of East Arlington are to learn to use and love good books, we must have a library which is accessible and adequate to attract and hold their interest.

Due to the fact that the land which would be suitable for a library is already scarce in East Arlington, we would like to know whether or not you have such a site or are considering the purchase of one for the library building.

What can our organization do to help in get-
ng our town to take the initial steps toward
curing a site and making at least a start to-
rd building a library of which we can be proud
our community?

Sincerely,
Florence E. Bretscher
President (Mrs. M. H.)

January 20, 1948.

rs. M. H. Bretscher, President,
ardy School Parent-Teacher Association,
rlington 74, Massachusetts.

y dear Mrs. Bretscher:

I will present your letter of January 15th to the Trustees of Robbins ibrary at the next meeting.

In the meantime I think I can properly state to your Association that he Trustees have on several occasions discussed the matter of adequate Library acilities for East Arlington and the Board is fully aware of the need for a uch broader Library service in your section of the Town.

There are several situations that must be overcome satisfactorily efore your and our aims can be accomplished:

1. The Town as a whole must be impressed with the need of that service to the point that appropriate action will be taken to acquire a site and building. This will require considerable education. Your Association will have to accept a large part in developing public opinion.

2. The building costs are high and will probably remain so for a number of years.

3. The present Library and branches have been understaffed during the war and since. This has been one of our most serious problems. Library standards have risen to a point that college trained librarians should make up the staff. During this period fewer young women have elected to take up this profession and those who have completed their training have been able, in most cases, to obtain more lucrative positions in other sections of the country. The competition is keen and we have been at a disadvantage because we have been unable to get our salary scale up to a point which would attract trained employees.

We shall appreciate your Association keeping us informed of evelopments in order that we may co-operate as fully as possible with the equirements of the Town.

Sincerely yours,

Chairman, Board of Trustees Robbins Library.

OFFICE OF THE BOARD OF SELECTMEN

AM C. ADAMS
CHAIRMAN
D A. CAHALIN
H PETERSON

Town of Arlington

MASSACHUSETTS

JAMES J. GOLDEN,
SECRETARY
TEL. AR 5-0207

January 6, 1948

Trustees of Robbins Library
Robbins Library
Arlington, Mass.

Gentlemen:

We beg to advise you that the Selectmen will meet in their office, in the Town Hall, on Monday evening, January 26, 1948, at 8 P.M., for the purpose of drawing a Warrant for the Town Meeting, to be held March 1 and 10, 1948.

Any articles to be inserted in said Warrant by your department must be presented at the office of the Board on or before the aforesaid time and date.

Very truly yours,
Board of Selectmen

James J. Golden
Secretary

G:W

OFFICE OF THE BOARD OF SELECTMEN

LIAM C. ADAMS
CHAIRMAN
OLD A. CAHALIN
EPH PETERSON

Town of Arlington

JAMES J. GOLDEN, JR.,
SECRETARY
TEL. ARLINGTON 0207

December 16, 1947

Trustees of Robbins Library
c/o Francis Keefe, Secretary
622 Mass. Avenue
Arlington, Mass.

Dear Sir:

We beg to advise you that the Selectmen at the meeting held last evening, acting under authority of Section 111B of Chapter 41 of the General Laws, as inserted by Chapter 156 of the Acts of 1945, the acceptance of which was voted by the Town at the Special Town Meeting held on January 2, 1946, voted that the action of the Board on May 20, 1946, in the matter relating to cumulative sick leave, be amended by adding a further extension of one year, so that sick leave not used in any particular year by an employee of the Town may now be accumulated for three (3) years for use in any subsequent year or years in which he shall be regularly employed.

Very truly yours,
Board of Selectmen

James J. Golden Jr
Secretary

G:W

A regular Meeting of the Trustees of the Robbins Library was held at the library on February 17, 1948. Present were all of the Trustees; Wilson D. Clark, Jr., Chairman, Warren A. Seavey, Roscoe O. Elliott, Edmund L. Frost, Mark W. Bradford and Francis Keefe.

The Chairman presented a check in the amount of $2938.48 received by him from James A. Bailey, Trustee under the will of Emma L. Sprague representing the balance due the library under the terms of said will. The Secretary was instructed to forward the same to the Town Treasurer for deposit in the Sprague library account.

The Chairman announced that he, the Town Treasurer and the Town Accountant would go to the vault at the First National Bank in Boston during the week for the purpose of checking on the library's securities.

A communication was received from Mr. Fish of the Sub-committee of the Town Finance Committee in connection with the proposed 1948 budget of the library. This report is attached hereto. It will be noted that the Trustees' requests for expenses were fully met by the Finance Committee but that no increases above the 1947 appropriation for salaries were recommended. Apparently, the report of the Town Committee on salary and wage stablization has not, as yet, been received and may not be available by the March Town Meeting. Roscoe O. Elliott stated that he would try to obtain a copy of the Salary Committee's recommendations insofar as they concern the library so that the Trustees could reach a judgment concerning 1948 salaries.

Upon motion duly made and seconded, it was voted to employ an electrical engineer to make a survey of the lighting needs of the Main Library with the view to provide specifications for the work necessary in order to provide the needed lighting facilities. The Chairman presented a letter from the Gaston Electric Company which is attached hereto giving an estimate of the cost to provide fluorescent lighting for the Main Library. The total estimate was $10,515.00 which the Trustees felt to be extremely high and it was for this reason that the services of an electrical engineer was voted.

Mrs. Spofford presented a financial statement of the library for 1947 which is attached hereto. It was noted that the Trust Fund Balance is now $13,309.18 and the Secretary was requested to obtain a breakdown of this figure.

Mrs. Spofford made her usual monthly report and stated that circulation and new registrations were increasing rapidly.

She said that the staff was still short handed and that the staff was operating under difficulties for that reason. She stated

that she had an application from a Miss Vera Harvey for employment at the library and she was authorized to employ her at an annual salary of $2160.00 plus whatever bonus might be paid.

It was agreed that the next meeting of the Trustees would be held on March 2, 1948 at 7:30 P.M.

Respectfully submitted,

Frances Keefe
Secretary

Report from

Mr. Fish

Sub Committee

Finance Feb. 17, 1947

Recommended

Personal Services		$32,966.00
Expenses		18,975.00
	Total	$51,941.00
Capital Outlay		
Painting		$3,000.00
Stairtreds		500.00
		$3,500.00

	Personal Services	Expenses	Total
Requested for 1948	$40,040.00	$18,975.00	$59,015.00
Appropriated 1947	32,966.00	17,370.00	50,336.00

GASTON ELECTRIC CO.
ELECTRICAL CONTRACTORS-ENGINEERS
110 ARLINGTON STREET
BOSTON 16, MASS.

SHOP
:DMONT STREET

TELEPHONE
HUBBARD 8280

January 23,1948

Robbins Library
700 Massachusetts Avenue
Arlington, Massachusetts

Miss Spofford Librarian

Dear Madam:-

We respectfully submit our estimates for the following complete installation of fluorescent lighting in the rooms of your building as detailed below.

Large Reference Room:

Install suspended rectangle of lighting on channels from the flat area outside of the decorated ceiling.

This rectangle to consist of (24) 4 light 40 watt units and 4-corner fillers with direct down lights.

Rectangle to be supported by ornamental chains, and mounting height to be approximately 14 feet from the floor, which will give the best efficiency and also will make the maintenance very simple.

The present incandescent fixtures will be removed and the outlets capped.

Present wiring to be used and extended as required.

ESTIMATED COST $3350.00

This price is based on the assumption that the work will be done when the painting contractor has the room staged for his work. If special staging for our work is required the additional cost of same will be added to the above price at cost.

Stack Room:

Install on the (3) tier side, in each aisle a (16)foot run of single strip fluorescent lighting having 4-40 watt tubes. Total of 15-16 foot runs.

Install on the (1) tier side (5)-16 foot runs as above.

Install for the two center racks between the above

Stack Room continued:

tiers (3)-20 foot runs of single strip fluorescent lighting, each run having 5-40 watt tubes.

Present wiring and switches to be used far as possible.

Additional wiring and switches for the center rack runs to be installed as required.

ESTIMATED COST $1680.00

Libraians' Office:-

Install (1) 8 foot and (1) 4 foot fluorescent fixtures with a total of 9-40 watt fluorescent tubes mounted close to the ceiling with all necessary wiring.

ESTIMATED COST $270.00

Small Reference Room:

Install (1) 20 foot run of fluorescent fixtures with a total of 15-40 watt fluorescent tubes mounted close to the ceiling with all necessary wiring.

ESTIMATED COST $400.00

Small Gallery:-

Install (1) 8 foot fluorescent fixture under skylight complete with 6-40 watt tubes.

Install(3) 4 foot fluorescent fixtures complete with 9-40 watt tubes (1) each side of beams and (1) in section between gallery and small Reference Room.

Install required wiring and switching as required.

ESTIMATED COST $450.00

Catalog Room:-

Install 1-24 foot run of Fluorescent fixtures
" 1-20 " " " " "
" 1- 4 " " " " "

Total of 36-40 watt fluorescent tubes

All above fixtures to be mounted close to ceiling.

Install wiring as required.

ESTIMATED COST $1035.00

Robbins Library January 23,1948

Junior Library:-

Install on suspended channel support by ornamental chains approximately 14 feet from floor.

2-44 foot runs of fluorescent fixtures
(Total of 88 feet in Main Room)
(with 66-40 watt tubes)

2-16 foot runs of fluorescent fixtures

(One 16 foot run in each alcove)
(each having 8-40 watt tubes)

All necessary wiring to be installed as required.

ESTIMATED COST $2670.00

Auxiliary Reading Room:-

Install (2) 16 foot runs of fluorescent fixtures mounted close to the ceiling with a total of 24-40 watt tubes and all necessary wiring.

ESTIMATED COST $660.00

The estimated cost for the above 8 rooms are for your budget, and we have not at this time prepared detailed drawings in a finished manner.

Should you decide on any part or all of the above rooms to have fluorescent lighting to the amount that your budget will allow,we will be very pleased to go into a detailed layout for same.

Delivery of the fixtures on which we have prepared these estimated costs is approximately 6-8 weeks, and any decision made, should allow for this amount of time.

Yours very truly,

GASTON ELECTRIC COMPANY

By Philip W. Gaston
Philip W.Gaston

PWG/N

ROBBINS LIBRARY

ARLINGTON, MASS.

CINDA F. SPOFFORD
LIBRARIAN

FINANCIAL STATEMENT

Appropriation by Town, 1947		$50,336.00
Personal services	$32,966.00	
Expenses	17,370.00	
Expenditures:		
Salaries - Librarians	26,027.68	
Janitors	4,159.96	
Total		$30,187.64
Expenses:		
Books	7,843.11	
Periodicals	768.07	
Bindery	1,810.20	
Building and Grounds	1,981.82	
Fuel	1,683.08	
Light	1,061.06	
Telephone	242.95	
Other Expenses	1,678.98	
Total		$17,069.27
Town Appropriation Spent		47,256.91
Balance from Town Appropriation:		
Salaries	2,778.36	
Expense	300.73	
Total		3,079.09
Trust Fund Balance:		
January 1, 1948	11,029.37	
Income during 1947	2,279.81	
Total		$13,309.18
Expended during 1947:		
Building	120.00	
All others	14.02	
Total		134.02
Balance December 31, 1947		$13,175.16
Capital Outlay Appropriation. Balance Dec. 31/46		$14,036.55
Expended during 1947:		
Door	2,500.00	
Building repairs on roof	4,250.00	
Cleaning device	260.00	
Total		7,010.00
Balance December 31, 1947		7,026.55
Total amount spent for Personal Services		
Special bonus	3,929.99	
Town Appropriation	30,187.64	
Total		$34,117.63

A regular meeting of the Trustees of Robbins Library was held at the Library on March 2, 1948. Present were Wilson D. Clark, Jr., Edmund L. Frost, Mark W. Bradford, Warren A. Seavey and Francis Keefe.

There was a general discussion of the proposed report of the Committee on Salaries and Wages which, after examination and discussion, was considered to be in general close to the requests of the Trustees. Several of the unfilled positions on the library staff were not referred to in the report and the Secretary was authorized to communicate with Mr. Fish of the Committee to inform him to that effect and to find out if possible, what the Finance Committee was going to do with respect to the library in the light of the report of the Committee on Salaries and Wages.

Mrs. Spofford reported that Mrs. Charles W. Barr of Belmont was available for a library position, that she had had a great deal of experience in library work and Mrs. Spofford was authorized to hire Mrs. Barr at an annual salary of $2200.00, such hiring to be on the usual temporary basis until Mrs. Spofford was satisfied as to her qualifications.

There being no further business the meeting was adjourned.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on March 16, 1948. All of the trustees were present.

There was a lengthy discussion on the electric lighting system. Present were Mr. Gaston, an electrical contractor, and Mr. Frank J. Leary, a sales engineer of Litecontrol. Mr. Leary had prepared plans of the proposed changes in the lighting system. Both Mr. Gaston and Mr. Leary discussed the proposed changes and gave the trustees the benefit of their experience on the subject. The trustees retained the plans and will discuss the matter further with particular reference to funds available for the purpose of doing the work.

There was a lengthy discussion on the salary budget for 1948, with particular reference to its relation to the report of the Committee on Salaries and Wages. The trustees desired to obtain for the employees the salary figures as submitted by the Committee on Salaries and Wages and since the salary budget approved by the Finance Committee did not meet these figures, Trustee Warren A. Seavey was asked to submit a motion at the Town Meeting on Friday, March 19,1948 for additional funds so that the employees might receive compensation in line with the recommendation of the Committee.

Upon motion duly made and seconded it was voted to allow the Red Cross to use the library building on Sunday, April 4, 1948, no charge to be made for the same, but the Red Cross to pay the janitor the sum of $5.00. EACH.

It was decided that the next meeting of the trustees would be held on April 13, 1948.

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on April 13, 1948. All of the Trustees were present. The following letter from Mr. Walter J. Vaughn, husband of our late Trustee, Sarah Ross Vaughn, was read:

April 5, 1948.

Mr. Francis Keefe
Secretary, Trustees of Robbins Library
Arlington, Massachusetts

Dear Mr. Keefe:

The enclosed check, drawn to the order of the Trustees of Robbins Library in the amount of one thousand dollars, is for the purpose of creating a memorial fund in the name of Sarah Ross Vaughn, who over a span of forty-four years held close to her heart the best interests of the Town of Arlington, and particularly those interests which involved the growth and success of the Robbins Library.

It is my hope that the check will be accepted by the Trustees for the purpose indicated, with the understanding that the principal amount is to remain intact and that any earnings therefrom shall be at the disposal of the Trustees for general library purposes.

Yours very truly,

Walter J. Vaughn

23 Mystic Avenue
Winchester, Mass.

Upon motion duly made and seconded, it was unanimously voted that the Trustees gratefully accept the sum of $1000.00 from Walter J. Vaughn, husband of the late library trustee, Sarah Ross Vaughn, for the purpose of establishing a Memorial Fund to be known as the Sarah Ross Vaughn Memorial Fund, the principal of which is to be kept intact and the earnings therefrom to be at the disposal of the Trustees of Robbins Library for general library purposes. The Secretary was directed to write an appropriate letter of thanks to Mr. Walter J. Vaughn.

There was a general discussion of the salary question in the light of the Town Meeting of March 19, 1948 and after considerable discussion, on motion duly made and seconded, it was voted that the salaries of the library employees shall be on

the basis of the original recommendation of the Trustees to the Finance Committee submitted in connection with the library budget for 1948 and that in the event that there were not sufficient funds available from the Town Salary Appropriation to pay the salaries on the above basis, that any deficit be met from library trust funds available for that purpose.

A copy of the vote under Article 6 of the warrant for the Annual Town Meeting of 1948 is attached hereto, together with a copy of the vote of said Town Meeting under Article 5, Section 33, showing the appropriation for the library.

Mrs. Spofford gave her usual monthly report and discussed the need for several minor repairs in the library buildings. She also remarked upon the increasing activity of the library.

There was a discussion of the proposed changes in the lighting facilities at the main library. Chairman, Mr. Clark, introduced several new thoughts on the matter, together with material that will be helpful in arriving at a decision as to the type of lighting and fixtures to be installed.

It was with regret that the Trustees learned that Trustee Warren A. Seavey is about to move to Cambridge and may no longer be available or eligible to act as a Trustee. The Secretary was requested to write to the Town Counsel for a ruling concerning Mr. Seavey's eligibility to act as Trustee after he has moved to Cambridge.

It was decided that the next meeting of the Trustees would be held at the Dallin Branch in Arlington Heights on May 18, 1948.

Respectfully submitted,

Secretary

rticle 6. Increase or Special Compensation for Town Officers and Employees.

VOTED: That the sum of $127,420.98 be and hereby is appropriated o enable the various department Heads to adjust the basic salaries and ages of the employees of the Town, as of April 1, 1948, in accordance ith the recommendations of the Committee on Salaries and Wages, whose eport was submitted at this 1948 Annual Town Meeting; said sum to be aised by general tax and expended and charged to this Article by the arious department Heads in accordance with the following schedule

Board of Selectmen	$ 791.50
Town Accountant	843.00
Treasurer-Collector	1,591.83
Board of Assessors	838.50
Town Clerk	624.00
Public Works	56,235.93
Engineering Dept.	2,548.32
Elections & Town Meetings	214.50
Town Hall	475.50
Veterans' Services	620.25
Police Dept.	13,455.00
Fire Dept.	14,000.00
Building Inspector	819.00
Wire Inspector	195.00
Sealer Weights & Measures	195.00
Gypsy & Brown Tail Moth and Town Hall Grounds	3,372.73
Board of Health	624.00
Welfare Dept.	3,008.25
Parks & Playgrounds	5,817.62
Cemetery Dept.	4,200.30
School Dept.	13,903.50
Library Dept.	2,832.75
Maintenance of Menotomy Hall and Houses Owned by the Town	214.50
	$127,420.98

nd it is further VOTED: That effective April 1, 1948, that there be aid to the part time employees of the Town, exclusive of school eachers, all elected officials and such other part time employees n positions that did not participate in bonuses paid by the town n 1947, as special compensation for the year 1948 an amount in such roportion to the time worked as the various departments shall letermine would be to a full time nine (9) months total of $214.50 ad the employee worked full time; the total payments to any in- lividual under this VOTE and the VOTE under ARTICLE 3 of the Special own Meeting of November 1947, shall not exceed $266.50 for the alendar year 1948; this action shall not be construed to compensate ny part time employee above the basic rate for full time employment s recommended by the report of the Committee on Salaries and Wages hose report was submitted to this 1948 Annual Town Meeting, not to ermanently increase salaries or wages, nor shall any payments here- nder be deemed to be the regular compensation of any Town employee.

he various departments of the Town are hereby authorized to continue he payment of said special compensation at the same rate until the ermination of the Annual Town Meeting in March 1949, unless modified y vote of the Town.

TOWN OF ARLINGTON
MASSACHUSETTS

Earl A. Ryder,
Town Clerk

Mr. Seavey offered the following substitute motion, duly seconded and carried, and it was

VOTED:
35 ROBBINS LIBRARY AND BRANCHES

Librarian	$	3,960.00
Others		26,574.00
Janitor Service		4,700.00
Total Personal Services	$	35,234.00
Expenses	$	18,975.00
Capital Outlay		
Painting	$	3,000.00
Treads on Stairs		500.00
Total Capital Outlay	$	3,500.00
Total		$57,709.00

A True Copy from the Records of the
Adjourned Annual Meeting of the Town
of Arlington held March 19, 1948

ATTEST:

Earl A. Ryder

TOWN CLERK

The regular meeting of the Trustees of the Robbins Library was held at the Library on May 18, 1948 at 7:30 p.m., all of the Trustees being present.

Upon motion duly made and seconded it was unanimously voted that the $1000.00 donated by Walter J. Vaughnas the Sarah Ross Vaughn Memorial Fund be used to purchase a $1000.00 Series G U. S. Government Bond.

Mrs. Spofford presented a check to the Library in the amount of $10.00 given by the Arlington Junior Women's Club as a gift and upon motion duly made and seconded it was unanimously voted that Mrs. Spofford use this check for the purpose of purchasing books. A copy of the letter is attached hereto.

An anonymous letter enclosing the sum of $3.00 was received by Mrs. Spofford. Upon motion duly made and seconded it was unanimously voted that the $3.00 be included in the miscellaneous library income.

Mrs. Spofford gave her usual monthly report.

At 8 p.m. the fuel oil bids for the heating season from July 1, 1948 to July 1, 1949 were opened. Bids were received from Metropolitan Coal Company of Boston and Kelly Oil Corporation of Arlington. The Bids and the Notice to Bidders are attached hereto. Upon motion duly made and seconded it was unanimously voted to award the oil contract to the Metropolitan Coal Company upon the bid represented by said company.

Upon motion duly made and seconded it was unanimously voted that the librarian, Mrs. Lucinda F. Spofford, attend the convention of the American Library Association at Atlantic City, New Jersey being held from June 13, 1948 to June 19, 1948 inclusive and that the sum of $150.00 be taken from the library funds available for the purpose to provide for her expenses at the convention.

The Secretary was requested to get information relative to the insurance coverage on the library buildings and property including the books.

The Trustees made a tour of the library in connection with the proposed lighting changes and it was decided that the following work should be done in that connection:

1. Childrens Reading Room
   Install a different type of bulb in the present fixtures according to a sample that has been installed in one of the fixtures, providing brighter light than at present.

2. The Work Room
Replace all five (5) fixtures according to a sample fixture now installed in said Work Room.

3. Small Reading Room
Install two (2) new fixtures to replace the present single fixture. The new fixture to be relocated as desired.

4. Main Reading Room
Permanently lower all four (4) lights and equip the same with bulbs of increased wattage as in the fixture that has been lowered and used for experimental purposes. Install a new outlet on the floor of the Main Reading Room.

5. Stock Room
Install three (3) fixtures instead of two (2) as at present and relocate the fixtures properly. Increase the wattage in the central light the same as in the lights in the Main Reading Room. Install a new light over the card catalogue case.

It was also decided to consider the question of obtaining better light for the chandelier over the Main Desk.

Upon motion duly made and seconded it was unanimously voted to authorize the purchase by Mrs. Spofford of a new vacuum cleaner at a price of $259.00, Mrs. Spofford to obtain clearance of the purchase through Mr. Needham, the Town Accountant.

It was decided to hold the next meeting on June 22,1948.

Respectfully submitted,

Francis Keefe

Secretary

Arlington Junior Woman's Club
Arlington,
Mass.

r Miss Stafford,

Enclosed please find
eck for $10.00 from our
lub, which we are sending
you, in appreciation of your
tting us use the Junior Library
ll. We certainly enjoyed the
ivilege and hope we might
ll be able to use the hall
the future, should we
ed it.

Very truly yours,
(Mrs) Marilyn M. Young
Treasurer
1378 Mass. Ave
Arlington,
Mass.

METROPOLITAN COAL COMPANY

COAL · FUEL OIL · COKE

SIXTY · FIVE STATE STREET
BOSTON · MASSACHUSETTS

May 17, 1948

Trustees of the Robbins Library
700 Massachusetts Avenue
Arlington, Massachusetts
c/o Mrs. Lucinda F. Spofford, Librarian

Gentlemen:

THE CONDITIONS PRINTED ON THE BACK HEREOF ARE MADE PART OF ALL SALES

We would be very happy to furnish #2 Fuel Oil for the heating season July 1, 1948 to July 1, 1949 for delivery to the Robbins Library and the Dallin Branch Library at one cent (.01) off the posted tank wagon price at time of delivery.

Thanking you for the opportunity of bidding and assuring you of our ability to furnish you with the finest of oil and service, we are

Very truly yours,

METROPOLITAN COAL COMPANY

James G. Lunney
Vice President

JGL/lmc

ALL SALES ARE SUBJECT TO THE FOLLOWING CONDITIONS:

Quotations, contracts and orders are not binding until accepted by an authorized official of this Company in writing. Railroad weights to govern settlement of all car shipments. The terms respecting the ordering and acceptance of tonnage, and the terms of payment, are of the essence of the contract, and the seller may cancel the contract for non-compliance therewith, but failure at any time to insist upon compliance, as per contract, shall not be construed as a waiver of the right of cancellation. The seller shall not be liable for non-performance of any contract, otherwise enforceable, where the burden of its performance is increased by war, strikes, costs of labor, combinations of miners or laborers, or other conditions at the mines, shortage of car supply, interruption of and increased cost of transportation, or any or all of them, and each contract is made upon the express condition that the burden of performance shall not be so increased. The judgment of the seller acting in good faith shall be final upon the question as to whether such burden has been so increased. There are in fact no understandings, agreements, collateral undertakings or warranties existing, not written into the contract, and none shall be implied in law. Prices shall be increased or decreased by the amount of any increase or decrease in the freight rate on any coal thereafter furnished hereunder; also, the price of any coal sold hereunder shall be increased or decreased by the amount of any increase or decrease in the cost of production or distribution of such coal caused by an increase or decrease in the rates of pay or by any change in working conditions, and shall be subject also to any general increase that may be caused by federal or state legislation or action by federal or state authority affecting in whole or in part any components in the price of coal under this contract.

Prices shall be increased from time to time by the amount of any taxes of any nature whatsoever which may be imposed directly or indirectly by any taxing authority whatsoever upon the production or sale of the products covered by this contract.

ELLY OIL CORPORATION

73 MASSACHUSETTS AVENUE, ARLINGTON 74, MASSACHUSETTS

TELEPHONES { MAIN OFFICE - AR 5-4400
BURNER SERVICE AR 5-6847

May 14, 1948

Mr. Wilson D. Clark, Jr.
Chairman of Board of Trustees
Robbins Library
Massachusetts Avenue
Arlington, Massachusetts

Dear Mr. Clark:

Pursuant to your notice requesting proposals for the furnishing of approximately 25,000 gallons of #2 Fuel Oil for the Robbins Library and the Dallin Branch, we respectfully submit the following proposal:

> During the period July 1, 1948 - July 1, 1949, the established retail price in effect on date of delivery less $.0065 per gallon.

Deliveries will be made in accordance with the requirements of both buildings, and we shall not be liable for failure to do so due to shortage of product, strikes, and any other condition beyond our control.

If awarded this business, we can assure you that your fuel oil requirements will receive our close supervision inasmuch as our office is located in the Whittemore Building across the street from the Robbins Library.

We hope our proposal receives your favorable consideration.

Very truly yours,

KELLY OIL CORPORATION

Russell B. Hadley
General Manager

RBH/c

ay 10, 1948 to Mass. Wharf Coal Co., 1 Harvard St., Cambridge
Metropolitan Coal Co., 20 Exchange Pl., Boston
Kelly Coal Co., 25 Forest St., Arlington
Pierce & Winn Co., 18 Mystic St., Arlington
Arlex Oil Corp., 1540 Mass. Ave., Arlington

NOTICE TO BIDDERS

Sealed proposals for the furnishing of approximately 25,000 gallons of #2 fuel for the Robbins Library, Massachusetts Avenue, Arlington, and the Dallin Branch, corner of Park Avenue and Paul Revere Road, Arlington, from July 1, 1948 - July 1, 1949 are invited and will be received by the Trustees of the Robbins Library at the Main Library building on May 18, 1948 at 8:00 p.m., at which time and place they will be publicly opened and read. The proposal must be endorsed, "Proposal for furnishing #2 Fuel Oil, Robbins Library Building and Dallin Branch Library."

The right is reserved to reject any and all proposals or to accept the one deemed best for the Town.

Wilson D. Clark, Jr.
Chairman of Board of Trustees
Robbins Library

Please address communication in care of Mrs. Lucinda F. Spofford
Robbins Library

The regular meeting of the Trustees of the Library was held at the Library on June 21, 1948. Present were Chairman Wilson D. Clark, Jr., Roscoe O. Elliott, Mark W. Bradford and Francis Keefe.

The secretary read a letter from Harry J. O'Reilly setting forth the fire insurance policy on the library and its contents. The letter is attached hereto. The secretary was requested to write to Mr. O'Reilly and request an appraisal of the buildings with a view to increasing the fire insurance coverage. The question of the fire insurance coverage for the contents also was discussed and the secretary was requested to get the opinion of Mr. O'Reilly on the adequacy of the coverage.

Chairman Clark read the specifications of the repairs to the lighting system and the secretary was authorized to obtain competitive bids for the work.

Upon motion duly made and seconded, it was voted that the Library be closed on Saturdays during the months of July and August and on September 4, 1948.

Upon motion duly made and seconded, it was voted that the salary of Ethel Hawkins, part-time worker, be increased to ninety cents (90¢) an hour.

Upon motion duly made and seconded, it was voted that Marilyn Kenney, part-time worker, be given a two weeks vacation in 1948.

It was agreed that the next meeting of the Trustees would take place on July 19, 1948 at the Main Library.

Respectfully submitted,

Francis Keefe

Secretary

OADWAY
74, MASS.
-1061

112 WATER STREET
BOSTON 9, MASS.
LA 3-5700

HARRY J. O'REILLY
INSURANCE

June 21, 1948

Francis Keefe, Esq.
622 Mass. Avenue
Arlington, Mass.

Dear Francis:-

Below are figures requested on Library:

Main Library -	Buildings	$307,800.00
Dallin Library	"	38,700.00
		$346,500.00
Contents no split as to location		196,700.00

If you desire any further information let me know.

Very truly yours,

Harry

A regular meeting of the Board of Trustees of the Robbins Library was held at the Main Library on July 19, 1948. Present were Chairman Wilson D. Clark, Jr., Roscoe O. Elliott, Edmund L. Frost, Mark W. Bradford and Francis Keefe.

The secretary was requested to write to the Board of Selectmen relative to the fire insurance coverage suggesting in the opinion of the Board of Trustees that the fire coverage was inadequate.

The secretary was also requested to reply to a letter from the Town Accountant making inquiry about a $3.00 anonymous donation that had been sent to the Library.

A letter from a former trustee, Miss M. Helen Teele, relative to the status of Mrs. Achuff, curator of the print collection was read and the secretary was requested to reply to it.

At eight o'clock bids for the electrical work for the library were opened and read. Bids were received from William F. Fitzmaurice of 6 Mount Vernon Street, Arlington, Mass.; Edwin C. Lewis, Inc. of 176 Federal Street, Boston, Mass. and R. W. LeBaron, Inc. of 452r Massachusetts Avenue, Arlington, Mass. Copies of the bids are attached hereto. Upon motion duly made and seconded, the bid of William F. Fitzmaurice in the amount of $760.00 was accepted and the secretary was authorized to make the necessary arrangements with the Town Counsel for the contract and bond necessary in connection with this work.

Mrs. Spofford made her usual monthly report and stated that an inventory of the books of the Library was being taken and that activity was still great in the Library.

Upon motion duly made and seconded it was voted that Rose Vera Harris (Mrs. Frederick H. Harris) of 840 Massachusetts Avenue, Arlington be employed as General Assistant at a salary of $2300.00 a year. This appointment to be on the usual trial basis. Mrs. Spofford stated that Mrs. Harris had had an unusually large amount of library experience and hoped to have her as head of circulation in the future.

Upon motion duly made and seconded, it was voted that Miss Natalie S. Cook of 208 Pleasant Street, Arlington be employed at Junior Assistant Librarian at a salary of $36.00 a week upon the usual trial basis.

Upon motion duly made and seconded, it was voted that the sum of $340.00 be made available to Mrs. Spofford for the purchase of cleaning devices including the vacuum cleaner voted upon at the May meeting. Mrs. Spofford to obtain clearance of these articles through Mr. Needham.

Respectfully submitted,

Francis Keefe

Secretary

Tel. Arl. 4120-4121 COPY

WILLIAM F. FITZMAURICE

ELECTRICAL CONTRACTOR

POWER OIL BURNER INSTALLATIONS

6 Mount Vernon Street

Arlington, 74, Massachusetts

July 19, 1948

TO: Trustees of Robbins Library, Arlington, Mass:

GENTLEMEN:

Wish to submit a bid of 760.00 for wiring and fixtures as per your specifications.

This work could be started by us when contract is signed and completed within ten working days.

Thank you for the opportunity to submit this bid.

Yours truly,

William F. Fitzmaurice

COPY

England Representative
Signal Corporation
ffic Signal Systems
- Installation - Service

Tel. Arlington 0222

A. Woodward, Pres.

R. W. LeBARON, INC.

Electrical
Contracting
Since 1894

452r Massachusetts Avenue

Arlington, Mass.

July 19, 1948

Trustees of Robbins Library
Robbins Library
Massachusetts Ave.
Arlington, Mass.

Re: Bid on Electrical Work to be opened July 19, 1948 at 8 P.M.

Gentlemen:

We are pleased to quote on the electrical work in the Main Library as set forth in your specifications entitled "Electrical Work-Changes in the Present Lighting System" and dated June 22, 1948.

Our bid for this work is One Thousand One Hundred Ninty Five Dollars ($1,195.00).

This work can be accomplished by us in Sixty days.

Respectfully submitted

R. W. LeBaron Inc.

(s) A.A. Woodward Pres.

AAW/mc

COPY

ESTABLISHED 1892

EDWIN C. LEWIS
INCORPORATED
ELECTRICAL ENGINEERS AND CONTRACTORS
LIGHTING FIXTURES
176 ~~183~~ FEDERAL STREET
BOSTON

: LIGHT
)WER
)CTION
PMENT
ERY
PTION

LOW TENSION
INSTALLATIONS
OF
TELEPHONES,
BELLS,
ANNUNCIATORS, ETC.
A SPECIALTY

July 15, 1948.

Trustees of Robbins Library
Massachusetts Avenue
Arlington, Massachusetts.

Re: Changing Lighting System,
Main Library.

Dear Sirs:

We will do the electrical work, as per specifications, at the Main Library, for the sum of TWENTY THREE HUNDRED DOLLARS ($2300.00).

Length of time required to complete this work will be about six weeks.

Respectfully submitted
EDWIN C. LEWIS INC

By T.J. Shields

TJS:D

A RYDER.
N CLERK

Town of Arlington
MASSACHUSETTS

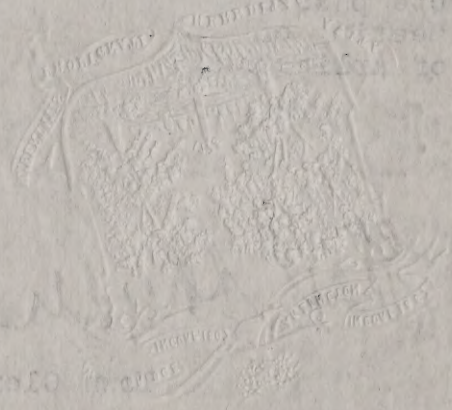
Article 4. Acceptance of Gift

VOTED: That the Town accept the gift of One Thousand Dollars ($1,000.) from Walter J. Vaughn, and by this vote the Town does hereby establish the fund to be known as "Sarah Ross Vaughn Memorial Fund", the income to be expended under the direction of the Trustees of the Robbins Library for general library purposes.

A True Copy of the Vote passed at the Special Town Meeting of June 28, 1946, Town of Arlington, Article 4.

ATTEST: Earl A. Ryder

Town Clerk



Town of Arlington

MASSACHUSETTS

Report of the

FINANCE COMMITTEE

TO THE

SPECIAL TOWN MEETING

Monday, June 28, 1948

8 P. M.

VOTED: To authorize the Board of Selectmen to grant to any police officer of the Town of Arlington who is required to work on January 1st, February 22nd, April 19th, May 30th, July 4th, the first Monday of September, October 12th, November 11th, Thanksgiving Day or Christmas Day, or the

WARRANT ARTICLES

TICLE 2. Housing Authority Need.

The Finance Committee recommends the passage of the following vote:

ED: That after taking into consideration the need for relieving congestion of population, the existence of sub-standard or unsafe inhabited dwellings, and the shortage of safe or sanitary dwellings available for families of veterans of low income at rentals which they can afford, in the Town of Arlington, it is determined that there is need for a housing authority in Arlington.

TICLE 3. Organization of Housing Authority.

The Finance Committee recommends the passage of the following vote:

ED: To provide for the organization of a "Housing Authority in Arlington", as set forth in Section 26K of Chapter 121 of the General Laws of Massachusetts, with all the powers and duties as provided in said Chapter 121 as amended; that the proper officials of the Town of Arlington be and hereby are authorized and directed to proceed in accordance with said provisions of law; that the sum of twenty-five hundred dollars ($2500) be and hereby is appropriated for the use of said authority, said sum to be taken from available funds now in the treasury and expended under the direction of the said authority.

TICLE 4. Acceptance of Gift.

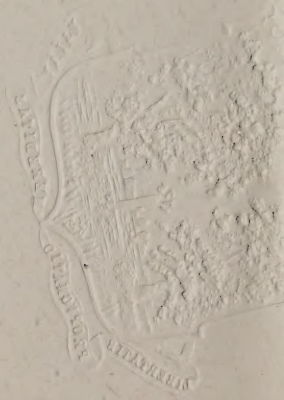
The Finance Committee recommends the passage of the following vote:

ED: That the Town accept the gift of One Thousand Dollars ($1,000.) from Walter J. Vaughn, and by this vote the Town does hereby establish the fund to be known as "Sarah Ross Vaughn Memorial Fund", the income to be expended under the direction of the Trustees of the Robbins Library for general library purposes.

TICLE 5. Day Off for Police Officers re Holidays.

The Finance Committee recommends the passage of the following vote:

ED: That no action be taken under Article 5 of the warrant.



LEN M. TEELE

11 JASON STREET, ARLINGTON, MASSACHUSETTS

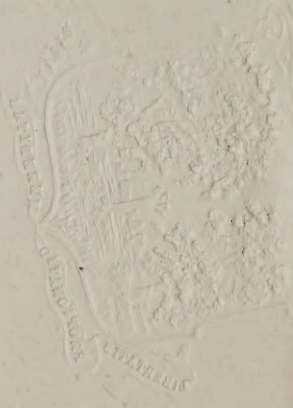
July 1, 1948.

The Trustees of the Robbins Library,

Dear Sirs:

Mrs. Schuff asks to put before you her request She remain as an Honorary Curator the Prints in case her stay in should prove longer than she thought. Miss Ida Robbins ing and praying that Mrs. Schuff return to Arlington and to the of the Prints. Mrs. Schuff speaks the possibility that she may return use September and October with time work to carry out a plan that important to the rearrangement of Prints. I hope that you may grant Schuff's request. She is ideally quali for this work. Her address is Marietta Drive, San Francisco, Cal.

Sincerely
M. Helen Teele



OFFICE OF THE TOWN ACCOUNTANT

Town of Arlington

MASSACHUSETTS

July 7, 1948.

To the
Trustees of Robbins Library
Wilson D. Clark, Jr., Chairman
Arlington, Massachusetts

Gentlemen:

Referring to Mrs. Spofford's report covering collections of fines, etc., for the period May 14th to May 29th, 1948, there is an item "Gift" - $3.00. We asked Mrs. Spofford for the name of the donor and what the money was to be spent for. She refused the name and stated that the party said that it could be spent for anything the library wanted to.

In order to properly show this item as it should be on our records, we respectfully ask the Trustees of Robbins Library if the "Gift" was duly accepted by them and so recorded at a meeting of the Trustees.

Very truly yours,

C. N. Hall

Town Accountant.

N/p

ADWAY
74, MASS.
1061

112 WATER STREET
BOSTON 9, MASS.
LA 3-5700

HARRY J. O'REILLY
INSURANCE

July 2,1948

Francis Keefe, Esq.,
622 Mass Avenue,
Arlington 74, Mass.

Dear Francis:-

In answer to the second paragraph of your letter of June 25th as to the insurance now carried on the library buildings be advised that late in 1946 the Board of Selectmen requested the refiguring of the sound value of all buildings covered under the Fire Schedule.

This survey was completed in early 1947 with the revised figures representing more nearly the then present approximate sound vaule of the various buildings being approved by the Board of Selectmen.

Below is given the old and new figures:

	Old	Present
Robbins Library	$220,000.	$307,800.
Dallin Library	29,000.	38,700.

Prior to the above mentioned survey the approximate value on library contents was $170,000. This figure was as a result of an inventory made by the W.P.A. and approved by the Trustees. The present amount of $196,700. is as a result of a pro rata increase of all contents of Town properties. The correct figure can only be arrived at by inventory of all contents at the libraries various locations.

Anything further I can do let me know.

Very truly yours,

H.J. O'Reilly

O'R HH

CC Board of Selectmen

A regular meeting of the Trustees was held at the Library on August 27, 1948. Present were Wilson D. Clark, Jr., Chairman; Roscoe O. Elliott; Mark W. Bradford; Edmund L. Frost and Francis Keefe.

A communication from Mrs. Achuff which is attached to the records was read by the secretary.

The contract for the electrical work to the Library was signed by the Trustees and the secretary was requested to obtain the signature of the contractor, William F. Fitzmaurice.

The meeting with the Board of Selectmen relative to the insurance coverage was discussed and the secretary was requested to check on the advisability of obtaining a fire insurance policy to cover the objects of art, an appraisal being prerequisite to such a policy.

Mrs. Spofford gave her usual monthly report and showed the Board the letters of recommendation of Natalie S. Cook from Oberlin College and Terese R. McKenna from Regis College. Upon motion duly made and seconded, it was voted that Miss McKenna be employed as Junior Assistant Librarian on a trial basis at $36.00 a week.

Respectfully submitted,

Francis Keefe

Secretary

55 Marietta Drive
San Francisco
August 11 1948

. Francis Keefe
cretary, Board of Trustees
bbins Library
rlington Massachusetts

ear Mr Keefe:

ank you for your letter. I appreciate very
uch the Board's willingness to extend my
ave — I assure you I much prefer being
curator in absentia to being an ex-curator.
keep forgetting that Miss Teele has resigned
d become a part of Trustee emeritus; she
as for so many years, at Miss Caira's re-
est, especially concerned with the Robbins
lection.

seems clear now that Mr Achuff's work
ill keep me here with him for another year;
t before I prolong my leave to that extent

m desirous of completing the reorganization
rk I began last summer. I grossly mis-
lculated the sheer physical labor involved in
arranging those many thousands of portraits;
o I found it impossible to finish the job on my
ular schedule, which averaged about fifteen
urs per week.

w, however, I am troubled to leave this project
finished for a year longer; and, since my
s Board is willing to give me a brief leave of
ence from here, I am desirous of returning to
lington for October and November. I should
rk double time and thus complete four
nths' work in two months. Then, if anything
uld happen to me, a successor would have a
ch better-arranged and documented collection
which to resume work.

sting that my program will meet with the
ard's approval and hoping to be in the Print
om on October 1, I am

Yours sincerely,
Kathryn M. Achuff

A regular meeting of the Trustees of the Library was held at the Library, September 21, 1948 at 7:30 P.M.

Present were Chairman Wilson D. Clark, Jr., Mark W. Bradford, Warren A. Seavey, Roscoe O. Elliott and Francis Keefe.

A discussion of the progress of the electrical work was had and the secretary was instructed to check with William F. Fitzmaurice, the contractor, to find out the reason for the delay in completing the work.

The resignation of Thelma S. Blood, Jr., Assistant Librarian, was received effective as of November 1, 1948. The resignation was accepted by the Board.

There was a discussion of the advance programing plan of the Library with a special reference to the advisability of a branch to be built at East Arlington. Experience with the branch at the Heights indicates that there is a real doubt as to the advisability of establishing further permanent branches.

Mrs. Spoffard gave her usual monthly report.

Respectfully submitted

Francis Keefe

A special meeting of the Board of Trustees of the Library was held at the Library on October 4, 1948 for the purpose of meeting with Mrs. Kathryn Achuff, the curator of the Print collection.

Present were Wilson D. Clark, Jr., Edmund L. Frost, Mark W. Bradford, Roscoe O. Elliott and Francis Keefe.

Mrs. Achuff explained the history of the Print collection and showed to the Trustees the manner in which the prints were stored, exhibitioned and catalogued. She explained to the Trustees that there was certain vital cataloging work that should be done; that she had made a special trip from California for the purpose of working on the cataloging for a period of two months, during which she would work double time in an effort to finish certain work which she had started but had not completed.

The Trustees agreed that it was desirable that this be done and that Mrs. Achuff be paid for the extra time that she would be working.

Respectfully submitted,

Francis Keefe

A regular meeting of the Trustees of the Rollins Library was held at the Library on October 19, 1948.

Present were Messrs. Wilson D. Clark, Jr., Edmund L. Frost, Roscoe O. Elliott, Warren A. Seavey and Francis Keefe.

There was a general discussion on the future building program and the Librarian was authorized to prepare the advance building program for the Town Committee in charge of this matter.

There was a discussion of the electrical work that was being done and the Secretary was instructed to communicate with William F. Fitzmaurice, the contractor, to see if the work could be completed in the near future.

There was also a discussion of the need for interior painting of the Library and Mrs. Spofford was authorized to get figures from Lorentzen and Kenney, painting contractors. Messrs. W. D. Clark, Jr. and Francis Keefe were authorized to act for the Board on this matter if figures were available before the next meeting.

It was agreed that the following work was necessary; that it would be desirable to do it at the present time, if possible:

The ceilings and walls of the Junior Library to be painted with a lighter colored paint.

Paint the front door to the Children's Library.

Paint the ceiling and wall of the Supply Room.

Paint the ceiling of the Cataloging Room.

Paint Mrs. Spoffard's Office.

Mrs. Spoffard gave her usual monthly report and informed the Board concerning the Book Charging Machine that is designed to save time and expense in the charging of library books loaned.

There was a discussion on this matter but no conclusion was reached pending further investigation and experience on it.

Respectfully submitted,

Francis Keefe

A special meeting of the Library Trustees was held at the Library on November 10, 1948 at 7: o'clock. Present were Messrs. Wilson D. Clark, Jr., Chairman, Warren A. Seavey, Edmund L. Frost, Mark W. Bradford, Roscoe O. Elliott and Francis Keefe.

The subject under discussion was the Salary Program for Library Employees for 1949 and in particular a meeting with the Town Committee on Salary and Wages, scheduled for the same evening at 7:30 o'clock, at the Hearing Room in the Town Hall. After a general discussion on the matter, the Trustees adjourned to the Hearing Room at the Town Hall and met with the Committee on Salary and Wages. This Committee is engaged in establishing minimum and maximum salaries for town employees to be determined by schedules setting forth the classifications of all town employees together with the salary scales for each classification. After considerable discussion, the Library employees were placed in the following grades:

Head Librarian	Grade 18
Asst. Librarian	Grade 12A
Reference Librarian	Grade 12A
Children's Librarian	Grade 12A
Head of Circulation	Grade 12A
Cataloguer	Grade 12A
Branch Librarian (Dallin)...	Grade 11
Asst. Cataloguer	Grade 9
Senior Assistant	Grade 9
2 Junior Assistants	Grade 8
4 Junior Assistants	Grade 6

(two of the latter group being designated as Class 2 in their particular group)

1 Assistant (Non-Prof.)	.....Grade 4
1 Assistant (Non-Prof.)	.....Grade 2
2 Junior Custodians	.....Grade 9

The salaries established for these grades are included in a report of the Town Committee presented at the annual meeting of March, 1948.

Respectfully submitted,

Francis Keefe
Secretary

A special meeting of the Trustees of the Library was held in the Hearing Room of the Town Hall, Saturday, November 13, 1948 at 10:00 A.M. Present were

Wilson D. Clark, Chairman
Edmund L. Frost
Francis Keefe

This meeting was held in conjunction with the department heads of all town departments, the Finance Committee and the Committee on Salary and Wages. Practically all of the town departments were represented. There was a general discussion of the proposed salary classification plan and Mr. M. Norcross Stratton, Chairman of the Salary Committee outlined what the committee intended and hoped to accomplish. J. Howard Hayes, Chairman of the Finance Committee, expressed the view that his committee would follow the recommendation of the Salary Committee with respect to classifications and salary thereunder.

Various questions were raised and answered but all of the recommendations for the Salary Committee were not available including the recommendations for library employees.

Respectfully submitted,

Francis Keefe
Secretary

A regular meeting of the Trustees of the Robbins Library was held at the Library on November 16, 1948. Present were

Wilson D. Clark, Jr., Chairman
Roscoe O. Elliott
Edmund L. Frost
Mark W. Bradford
Francis Keefe

A communication from Mrs. Manfred Rauscher on behalf of the Park Avenue Congregational Church was read in which she requested for the Church the use of the Dallin Branch Library Hall and an adjacent small room for the Church Religious School. In her letter attached hereto, she stated that their facilities were not adequate at the present time and that they could not be enlarged this year.

The Trustees agreed that the Church could use the Dallin Branch Library Hall for their Sunday meetings between the hours of 9:30 and 10:30 A.M. on a temporary basis during their present emergency. A charge of $3.00 is to be made for light and heat, the Janitor to be paid direct by the Church.

The resignation of Teresa R. McKenna, Jr. Assistant at the Library, was received and accepted with regret, Miss McKenna resigning to become a nun.

A discussion of the painting contracts of the Junior Library room and Mrs. Spoffard's room was held and it was agreed a meeting of the Trustees would be held on November 23rd at the Library for the purpose of opening the bids.

Upon motion duly made and seconded, it was voted that a sum not to exceed $400.00 be taken from the income of the trust funds for the purpose of purchasing books.

Mrs. Spoffard gave her usual monthly report and stated that the Arlington Police were desirous of obtaining permission to erect a "No Parking" sign on the street in front of the Library. The Trustees authorized Mrs. Spoffard to give such permission- the location to be determined as the Police thought best.

Upon motion duly made and seconded, it was voted that Mrs. Carol E. Anderson be employed as a Junior Assistant Librarian upon a six months' trial basis at the salary of $36.00 per week.

handicapped facilities of the Dallas Branch Library the hall and the smaller room across the corridor - which would solve our problem for the time being. We would naturally expect to pay, as before, a fee to cover janitor and extra fuel costs. We can assure you that your property would be respected; only our high school department and one of the older grades would use these rooms, and they are under excellent adult supervision.

The Park Ave. Congregational Church as well as its Church School appreciate your thoughtful consideration of our request which, if granted, will mean much to us in enabling us to more effectively carry out our teaching program.

Sincerely yours,
(Mrs. Manfred) Constance Rausch
for the Religious Education
committee.

P.S. Perhaps I should add the additional information that our request is for one hour 9:30 - 10:30, on Sunday mornings. Thank you

C. R.

There then ensued a general discussion of the budget for 1949 and in that connection, the Trustees made the following recommendations:

For personnel services	$48,407.
For expenses	21,425.

Personnal service was divided as follows:

Librarian	$ 4,498.00
Asst. Librarian, part time workers, etc.	38,397.00
Janitors	5,512.00

Salaries for Assistant Librarian, etc. are as follows:

Assistant Librarian	$2,769.00
Reference (Sampson)	3,042.00
Children's Librarian (Montague)	2,769.00
Head of Circulation	2,769.00
Cataloguer	2,769.00
Asst. Cataloguer (Murdock).	2,444.00
Branch Librarian-Dallin (Fuller)	2,613.00
Branch Librarian-East Branch...	1,100.00
Senior Assistant	2,327.00
Junior Assistant	2,288.00
Junior Assistant	2,184.00
Junior Assistant	1,924.00
Junior Assistant (MacGillvray)	2,119.00
Junior Assistant (Cook) Cl.2..	1,924.00
Junior Assistant (McKenna)Cl.2	1,872.00
Asst. Non-Prof. (Hawkins) ...	1,976.00
Asst. Non-Prof. (Kenney)	1,508.00
Junior Custodian (Capes)	2,561.00
Junior Custodian (Irwin)	2,561.00
Junior Custodian - East	250.00
Vacations	140.00

Respectfully submitted,

Secretary

A meeting of the Trustees of Robbins Library was held at the Library on November 23, 1948. Present were Wilson D. Clark, Jr., Roscoe O. Elliott, Warren A. Seavey and Francis Keefe.

There was a discussion of the salary classification schedule as approved by the Town Committee on Salaries and Wages and submitted to the Trustees. The schedule as submitted by the Town Committee indicated that a mistake had been made in the classification of two of the Junior Assistants who were classified in the schedule submitted as being in Grade 7 rather than as Grade 8. Furthermore, the schedule provides for only three other Junior Assistants in Grade 6, whereas, the original understanding was to have four Junior Assistants in Grade 6 in addition to the two in Grade 8. The Secretary was instructed to confer with Chairman Norcross Stratton on this matter.

Upon motion duly made and seconded, it was voted that a request be made at the March Town Meeting for $7000.00 for capital outlay, this money to be used for painting the interior of the library.

At 8 o'clock bids on the painting contract for the Junior Library Reading Room and Vestibule and for the special contract for the painting of Mrs. Spofford's room were opened and read. There were present of the bidders, Mr. William E. Creech and Mr. Borghetti. Bids were received from eight concerns and are attached hereto. Upon motion duly made and seconded, it was unanimously voted that the contract for painting the Junior Library Reading Room and Vestibule be awarded to The Kenney Company at its bid price of $945.00, and that the contract for the painting of Mrs. Spofford's Room be awarded to the same company at its bid price of $160.00.

Professor Warren A. Seavey, a valued member of the Board of Library Trustees, submitted his resignation, caused by his changing his address to Cambridge.

Upon motion duly made and seconded, the meeting was adjourned.

Respectfully submitted,

Francis Keefe
Secretary

COPY

TEL. WA 4-5505

BORGHETTI BROS., INC.

PAINTERS AND DECORATORS

Brush and Spray Work

Residential and Industrial

31 Olney Street

Watertown 72, Massachusetts

November 22, 1948

Town of Arlington
Board of Trustees

Gentlemen;

Our estimate for the cost of the painting to be done at the Robbins Library is as follows: Junior Reading Room $3000, Vestibule $140 and Mrs. Spofford's Office $350.

The total cost of all work to be done is $3490.

Sincerely Yours,

s/ Anthony Borghetti

Borghetti Bros. Inc.

COPY

TEL. WA 4-6606

BORGHETTI BROS., INC.

PAINTERS AND DECORATORS

Brush and Spray Work

Residential and Industrial

31 Olney Street

Watertown 72, Massachusetts

November 22, 1948

Town of Arlington
Board of Trustees

Gentlemen:

Our estimate for the cost of the painting to be done at the Robbins Library is as follows:
Junior Reading Room $3000. Vestibule $140 and Mrs. Spofford's office $350.
The total cost of all work to be done is $3490.

Sincerely Yours,

s/ Anthony Borghetti

Borghetti Bros. Inc.

COPY

Walter T. Kenney
Phone AR-5 2105

THE KENNEY COMPANY

PAINTING CONTRACTORS

258 Park Square Building
Boston, Mass.
Phone DE-8 7174

November 23, 1948.

Trustees of Robbins Library,
Arlington, Mass.

Gentlemen:

We agree to renovate and paint the interior of the Junior Reading Room at the Robbins Library according to specifications, issued by you under date of November 12, 1948, for a total price of nine hundred forty-five dollars ($945.00.)

We are submitting a price of one hundred sixty dollars ($160.00) for painting in Mrs. Spofford's office.

Both these jobs can be started within three days of awarding and completed in twelve working days.

Very truly yours,

s/ Walter T. Kenney

Walter T. Kenney
THE KENNEY COMPANY

WTK:M

COPY

COPY

EMIL FELLMAN
1160 Mass. Avenue
Arlington, Mass.

November 19, 1948

Trustees of
Robbins Library,
Arlington, Mass.

Gentlemen:

Thank you for the invitation to bid on two sets of specifications for painting and renovating work to be done on the Robbins Library.

I wish to submit herewith a bid to cover the Library Reading Room and vestibule according to specifications submitted by you of $2200.00. This figure includes two coats of paint on the Junior Reading Room ceiling.

I also wish to submit a bid of $192.50 to cover the specified work in Miss Spofford's office. There is a wash-room connected with Miss Spofford's office not included in the specifications. If this room is to be done in the same manner as her office, there will be an additional charge of $71.50 for this room.

If these contracts should be awared to me the work will be commenced on Friday November 26th. 1948 and completed on or before December 27th. 1948.

Again thanking you for your consideration,
I remain

Very truly yours,

s/ Emil Fellman

Emil Fellman

EF/B.

COPY

COPY

RUSSELL E. McCASSEY, INC.
PAINTING - DECORATING
HARDWOOD FINISHING

Telephone WAtertown 4-0258
150 Arsenal Street
Watertown 72, Mass.

November 23, 1948

Robbins Library
700 Massachusetts Avenue
Arlington, Massachusetts

Gentlemen:

Our price for painting the interior of Mrs. Spofford's Office, Junior Reading Room, and Vestibule at the Robbins Library in accordance with painting specifications prepared for same is TWO THOUSAND THREE HUNDRED AND TWENTY-THREE DOLLARS ($2,323.00).

Yours truly,
RUSSELL E. McCASSEY, INC.

BY s/ Arthur J. Renz

AJR/gs

COPY

RUSSELL E. McCARSKEY, INC.
PAINTING - DECORATING
HARDWOOD FINISHING

Telephone Watertown 4-0258
180 Arsenal Street
Watertown 72, Mass.

November 25, 1948

Robbins Library
700 Massachusetts Avenue
Arlington, Massachusetts

Gentlemen:

Our price for painting the interior of Mrs. Bradford's Office, Junior Reading Room, and Vestibule at the Robbins Library in accordance with painting specifications prepared for same is TWO THOUSAND THREE HUNDRED AND TWENTY-THREE DOLLARS ($2,323.00).

Yours truly,

RUSSELL E. McCARSKEY, INC.

BY s/ Arthur J. Rena

AJR/Es

COPY

IGELOW 4-7961

JOHN T. BRADLEY
Painting Contractor
1357 WASHINGTON STREET
WEST NEWTON, MASS.

November 23, 1948

Trustees of -
Robbins Library
700 Massachusetts Ave.
Arlington, Massachusetts

Gentlemen:

My estimate to do the painting and renovating Junior Library Reading Room and Vestibule at Robbins Library, according to your specifications, is -

One Thousand Three Hundred Seventeen and no/100 Dollars ($1317.00)

Very truly yours,

s/ John T. Bradley

JOHN T. BRADLEY

JTB/v

COPY

COPY

O. L. L O R E N T Z E N C O.

INTERIOR PAINTING

Decorating and Wood Finishing

125 WEST BROOKLINE STREET, BOSTON 18, MASS.
Telephone: COmmonwealth 6-2320

November 18, 1948

Board of Trustees
Robbins Library
Arlington 74, Mass.

Gentlemen:

We will do all work as outlined in specifications for work to be done in Mrs. Spoffard's office for the sum of THREE HUNDRED and FIVE DOLLARS ($305.00).

If this work is done in conjunction with Junior Library, price will be TWO HUNDRED and FORTY-FIVE DOLLARS ($245.00).

Very truly yours,

s/ John W. Lorentzen

O. L. LORENTZEN CO.

JWL:DL

COPY

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on December 21, 1948. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mark W. Bradford, Llewellyn B. Parsons, Edmund L. Frost and Francis Keefe,

The Board considered the matter of the injury sustained by one of the library employees, Natalie Cook, on November 27, 1948. Upon motion duly made and seconded, it was voted that the bill of Symmes Arlington Hospital in the amount of $28.50 incurred by reason of her injury, be paid by the Library. The Secretary checked with the Town Accountant who approved the payment of this bill.

There was presented to the Board a request by Eva M. Smith for a three months leave of absence from her work as Librarian at the East Branch. The request for leave occasioned by the illness of her elderly mother. Upon motion duly made and seconded, the requested leave of absence was approved.

There was read a request by the Arlington Catholic Women's Club for the use of the Junior Library Hall for once a week from January 11 to May 1949. Upon motion duly made and seconded, it was voted that the said Club be permitted the use of the Junior Library Hall on Tuesday evenings from 8 to 10 p.m. during that period of time. Any charge for the janitor is to be paid by the Club.

A communication from Joseph Gaudet, a school teacher of the Town of Arlington, requesting the use of the Junior Library Hall for a program of adult education was received and read. Upon motion duly made and seconded, it was voted that the use of the Junior Library Hall for the said program be granted for Thursday night during the period of the program subject to the usual charge for janitor service.

Edmund L. Frost presented a letter he had received from Mrs. J. S. Hayes of 30 Temple Street, Arlington, Mass., contents of which were somewhat critical of the Library, with reference to the poor lighting and the poor choice of books. Mr. Frost had already replied to this letter pointing out to her that the lighting system was in the process of being improved, and that every effort was made to provide the Library with the latest and most interesting volumes.

Mrs. Spofford made her usual monthly report and stated that Mrs. Philip Rowe was now employed on full time basis. She also informed the Board that she had the opportunity to employ

Miss Helen E. Whiteman of 25 Freeman Street, Arlington, as an employee of the Library and presented to the Board letters of recommendation from the former employers of Miss Whiteman, and a letter from Miss Whiteman setting forth her prior experience. Upon motion duly made and seconded, it was voted that Miss Whiteman be employed on the usual trial basis at a salary of $36.00 a week.

Respectfully submitted,

Francis Keefe

Secretary

A special meeting of the Board of Trustees of Robbins Library was held at the Town Hall in the Treasurer's Office on Tuesday, January 11, 1949 at 7:30 p.m. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Edmund L. Frost and Francis Keefe.

The purpose of the meeting was to examine the Trust Fund accounts as submitted by the Town Treasurer. The accounts were examined and found to be in order.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on January 18, 1949. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mark W. Bradford, Llewellyn B. Parsons and Francis Keefe.

The secretary read a letter from Joseph H. Gaudet, Supervisor of Adult Civic Education remarking on the fine start of the Local Government Forum held in the Junior Library Hall on January 13, 1949.

The secretary also read a letter from the Board of Selectmen announcing the unanimous election of Llewellyn B. Parsons as a Trustee of the Robbins Library to fill the vacancy occasioned by the resignation of Warren A. Seavey, the election having been held on December 20, 1948 at the Office of the Selectmen.

A letter from Natalie S. Cook, Junior Assistant Librarian resigning from the staff of the Library effective January 29, 1949 was read. The resignation was accepted by the Board.

Upon motion duly made and seconded, it was voted that the income from the various trust funds of the Library be separated according to its source and deposited in separate accounts in a saving bank or banks so that interest might accumulate on the same, and that in the future income from the funds be accumulated in these accounts or otherwise invested.

Mrs. Spofford gave her usual monthly report and also discussed her annual report for the town records.

Messrs. Farrow and Barnard of the Finance Committee were present and a full and complete discussion of the proposed 1949 Library Budget took place. The Finance Committee members were interested in the work that had been done in the Library and the work that was proposed for the future. They accompanied the Trustees around the Library premises to inspect the painting and electrical work that had been done and to observe the need for the work that was proposed for 1949.

Respectfully submitted,

Francis Keefe

	Appropriated 1948	Expended 1948	Requested 1949	Recommends
sonal Services	$35,234.00		$48,407.00	
enses	18,975.00		21,425.00	
	$54,209.00		$69,832.00	
sonal Services:				
ibrarian	$ 3,960.00		$ 4,498.00	
ibrarian Emeritus				
ssistant Librarians)				
art-time Workers)	26,574.00		38,397.00	
Library services	$30,534.00		$42,895.00	
anitors	4,700.00		5,512.00	
Total Personal Services	$35,234.00		$48,407.00	
enses:				
ooks	$ 8,000.00		$ 9,000.00	
eriodicals	900.00		1,000.00	
inders	2,500.00		2,500.00	
Total Books, Periodicals, Binders	$11,400.00		$12,500.00	
uilding and Grounds				
Repairs and Maintenance	$1,700.00		$1,700.00	
Misc. Supplies	2,500.00		2,750.00	
uel	1,100.00		2,000.00	
ight	275.00		325.00	
elephone				
Office Maintenance & Supplies				
Postage				
Advertising				
Misc. Expense	2,000.00		2,150.00	
Total Building, Fuel, Light, etc.	$7,575.00		$8,925.00	
Total Expenses	$18,975.00		$21,425.00	
Total	$54,209.00		$69,832.00	
apital Outlay				
Painting (interior) $3,000				
Treads on stairs 500				
$3,500	$3,500.00			
alary Adjustment Article 6	$2,832.75			
apital Outlay				
Painting (interior) 1949			$7,000.00	

A regular meeting of the Board of Trustees of Robbins Library was held at the library on February 15, 1949. Present were Wilson D. Clark, Jr., Chairman, Edmund L. Frost, Mark W. Bradford, Llewellyn B. Parsons, Roscoe O. Elliott and Francis Keefe.

A letter from the Atlantic Roofing and Skylight Works relative to the roofing was received and is attached hereto. The Secretary was instructed to ask some representative of the roofing company to be present at the next meeting to explain the roofing work already done and the proposed roofing job.

Mrs. Spofford was requested to obtain from Town Accountant Clarence Needham information relating to the capital funds, the amount thereof, with accumulations etc.

Mrs. Spofford gave her usual monthly report and stated that she would like to have the Catholic Women's Club continue its singing practice in the mornings as they have been doing and she was requested to so inform them.

Upon motion duly made and seconded, it was voted that a Committee on Books be appointed by the Chairman, who thereupon appointed Trustees Roscoe O. Elliott, Mark W. Bradford and Llewellyn B. Parsons to that committee.

Respectfully submitted,

Francis Keefe
Secretary

. DAVIDSON WALTER J. DAVIDSON HENRY E. DAVIDSON HAROLD A. DAVIDSON

Atlantic Roofing and Skylight Works

COR. HAMPDEN AND HOWARD STS.
BOSTON, MASS.
TEL. HIGHLANDS 2-5100

ORS
ETAL WORK
INDS

COPPER
SLATE
TIN AND
GRAVEL
ROOFING

February 3, 1949

Mr. Francis Keefe
622 Massachusetts Avenue
Arlington, Massachusetts

Dear Sir: Re: Library, Childrens Wing, Arlington

We have examined the parapet walls and coping on the above of the Main Library and would recommend that the bad stone coping be removed, wall repaired and the top of the walls be covered with the necessary framing to provide suitable fastening for lead coated copper coping, that the slate roof be repaired and other copper work thoroughly examined and repaired.

In view of the nature of these repairs we believe that it would be more satisfactory to make them on a labor and material basis, the cost of which should not exceed EIGHTEEN ($1,800.00) DOLLARS.

Yours ttuly,

ATLANTIC ROOFING & SKYLIGHT WORKS

By Walter J. Davidson

WJD:G

WALTER J. DAVIDSON HENRY E. DAVIDSON HAROLD A. DAVIDSON

Atlantic Roofing and Skylight Works

COR. HAMPDEN AND HOWARD STS.

BOSTON, MASS.

TEL. HIGHLANDS 2-3100

COPPER SLATE TIN AND GRAVEL ROOFING

Minutes of Library Meeting

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on March 15, 1949. All of the trustees were present.

The secretary, Francis Keefe, was requested to check on the income from the Elbridge Farmer Trust Fund and report back to the Board at the next meeting.

The secretary read a letter from Anna A. Barnes, the Assistant Town Treasurer stating that the Arlington Cooperative Bank had made an error in computing the interest on the Sarah Ross Vaughn Trust Fund, the amount of interest having been listed as $13.35, instead of $8.35. The next dividend, therefore, will be reduced by the sum of $5.00.

A letter from the former Library employee, Mrs. Rose B. Harris, addressed to the Town Treasurer, was read. Mrs. Harris was inquiring about the bonus awarded to town employees at the special town meeting of December 27, 1948, and requested it for herself, if she was eligible. Mrs. Harris had resigned from the Library as of November 26, 1948, but having been awarded a vacation period of a week and one-half, was paid until December 8, 1948. The secretary was authorized to get a ruling on this matter from the Town Counsel.

Mrs. Spofford gave her usual monthly report and reported the circulation was continued to increase.

Messrs. Arthur O. Davidson and Walter J. Davidson of the Atlantic Roofing and Skylight Works were present, and discussed the roof situation at some length. The Messrs. Davidson stated that due to the very poor condition of the walls, coping and brick work of the new Library, that there was grave danger of serious damage to the Library property, unless the situation was remedied at once. They stated that this condition had no relation to the roof of the old Library building, which was in good condition, but was a result of faulty materials and construction of some years past. The Board instructed the secretary to make whatever arrangements were necessary with the Atlantic Roofing and Skylight Company to repair the damage.

Upon motion duly made and seconded, it was voted to return to the Town the remaining capital fund for cleaning devices in the amount of $67.75, and the remaining capital fund for a vacuum cleaner in the amount of $136.65. The secretary was also requested to check with Mr. William Houser of Arlington, to see if his company was in a position to provide floor treads and a rubber mat for the Library.

A communication from Library employee, Eva M. Smith was read. Mrs. Smith is at present on a leave of absence, due to the illness of her mother, and she requested that this leave of absence be extended, due to the fact that her mother's condition requires constant attendance by her. Trustees were in favor of extending the leave of absence, but requested the secretary to find out whether or not Mrs. Smith's retirement status would be adversely affected in any way.

Mrs. Spofford reported that she had employed Murial Chandler, of 101 Milton Street, Arlington as a Library employee on a trial basis, at the salary of $36.00 a week. The trustees approved this matter.

Mrs. Spofford further reported that she had authorized the use of the Library hall for the meeting of the League of Women Voters, composed of Arlington residents.

The Book Committee of the Library trustees, gave their report of its activities, through its Chairman, Mr. R. O. Elliott. The Book Committee had prepared and submitted to the trustees a form of questionnaire designed to obtain information from the public as to their preferences of the various Library services and with a view to obtaining from the public some idea of what the public wanted from the Library, not only with respect to books, but also with respect to the physical plant additional activities, etc. There was a lengthy discussion on this matter and the idea met with unanimous approval of the trustees. The Committee was instructed to continue its work on this matter, so that concrete steps could be taken on the plan indicated.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of Library Meeting

A special meeting of the Board of Trustees was held at the Library on April 5, 1949. Present were Wilson D. Clark, Jr., Edmund L. Frost, Roscoe O. Elliott and Francis Keefe.

There was a general discussion on the proposed East Arlington Branch. Mr. Clark submitted figures on the probable cost of establishing a branch library in a store in East Arlington.

Questions pertaining to location, shelves, toilet facilities, lighting facilities, flooring, etc. were all discussed.

It was decided that the Trustees hold a public meeting at the Hardy School on April 13, 1949 for the purpose of ascertaining the viewpoint of the residents of East Arlington on the proposed branch. The Secretary was requested to notify the Town Meeting members of the five East Arlington precincts, the heads of East Arlington organizations and other interested citizens, so that a full attendance might be had. The Secretary was also instructed to insert notices of the meeting in all of the local papers.

Upon motion duly made and seconded, it was voted that the mats for the front entrance to the library be purchased from William B. Howser Company at the figure submitted by that company in the amount of $133.87.

Respectfully submitted,

Francis Keefe
Secretary

Minutes of Library Meeting

A regular meeting of the Trustees of the Library was held on April 18, 1949. Present were Wilson D. Clark, Jr., Roscoe O. Elliott, Edmund L. Frost, Llewellyn B. Parsons and Francis Keefe, Trustee Mark W. Bradford being absent on account of illness.

On motion duly made and seconded, it was unanimously voted that Wilson D. Clark, Jr. be elected Chairman of the Board of Trustees and that Francis Keefe be elected Secretary.

On motion duly made and seconded, it was voted that the sum of $15,000.00 from the Emma Sprague Trust Fund be withdrawn from the Charlestown Five Cents Savings Bank and used to purchase United States series G bonds, the purchase to be made during the month of April through the Harvard Trust Company.

The Board considered the matter of the request of Rose B. Harris, a former Library employee for payment of the bonus voted at the Special Town Meeting of December 27, 1948. Mrs. Harris was employed in June of 1948 and worked four days of that month. She worked steadily from July 1 to November 27, 1948, at which time she left the employ of the Library. She was entitled to one and one-half week's vacation at that time and so was paid until December 8, 1948. Under Article II of the Special Town Meeting of December 27, 1948, the bonus was voted to those full-time employees and also to seasonal or part-time employees who were actually employed on December 1, 1948. The Secretary had obtained an opinion from Russell T. Hamlet, Esq., the Town Counsel, on this matter, in which he stated that the Trustees were under no obligation to pay the bonus and that the bonus had been voted to reward employees actually in the employment of the Town. He stated that he did not believe a payment of the bonus to Mrs. Harris could be justified, and upon motion duly made and seconded, Trustees voted not to pay the bonus to Mrs. Harris.

Upon motion duly made and seconded, it was voted that the Wages and Salary Schedule as submitted by the Committee on Salaries and Wages be accepted, insofar as it pertained to the Library. There was a general discussion of the salary schedule and the employee situation, with particular emphasis on the positions of Cataloguer and Reference Librarian. Mrs. Spofford, the Librarian, felt that Miss Mary Murdock, the present Assistant Cataloguer, was capable of advancement, but preferred reference work, and that Miss Ruth Sampson, the Reference Librarian, and the most experienced Library employee, was well able to do the cataloging and that it might be desirable to advance Miss Murdock to the position of Reference Librarian, and have Miss Sampson assume the duties of Cataloguer. Upon motion duly made and seconded, it was voted that Miss Ruth Sampson assume the position of Cataloguer, at the same salary she now has as Reference Librarian, the amount of $3,042.00, and that Miss Mary Murdock assume the position of

Reference Librarian at the minimum salary for that position of $2769.00.

Upon motion duly made and seconded, it was voted that Mrs. Whiteman be given the minimum salary for her grade as Junior Assistant in the amount of $1924.00.

Upon motion duly made and seconded, it was voted that Miss Ethel Hawkins (Assistant-Non-Prof.) be added to the staff of the Library and that Miss Marilyn Kenney, (Assistant-Non-Prof.) by up-graded to Step 3 in Grade II to the salary of $1508 - Kenney; Step 3 " " IV " " 1976 - Hawkins

Upon motion duly made and seconded, it was voted to rescind the vote of the meeting of March 15, 1949 returning to the Town the remaining capital funds for cleaning devices in the amount of $67.75 and for a vacuum cleaner in the amount of $136.65.

There was a lengthy discussion of the proposed branch library at East Arlington. The Trustees agreed that they would look over the cites available and try to reach a conclusion before the next meeting as to the desirability and availability of a location.

The Trustees noted with regret the death of Ida F. Robbins, the last of the Robbins family that has been such a great benefactor to the Town over the years. She died in Switzerland on April 13, 1949, at the age of 88. Her family not only gave the funds to establish the new Library, but also created the art fund and contributed the money for the erection of the Town Hall. The Library could not very well have reached its present position without the financial aid of the Robbins family, so generously given.

Respectfully submitted,

Francis Keefe
Secretary

Minutes of Library Meeting

A special meeting of the Trustees of the Library was held at the Library on May 5, 1949. Present were Trustees Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Llewellyn B. Parsons and Francis Keefe.

A communication addressed to Trustee Frost from Waltham Chemical Company was read, concerning the termite situation at the main Library. After discussion, the Trustees agreed that the Waltham Chemical Company should do such work as is at present necessary, in order to take care of the termites, the work to be done at present to affect only the areas that appear to be affected by termites. The Company could make a few spot checks in other areas of the Library, to determine, if possible, whether further work is necessary.

A letter from Mrs. Thelma Montague, the children's librarian and a faithful employee of the Library for many years resigning her position was read. The resignation was accepted with real regret, and the Secretary was authorized to so inform Mrs. Montague.

A letter from Lothrop Withington, Esq., attorney for the Estate of Miss Ida F. Robbins, was read. This letter informed the Trustees that under the will of Ida F. Robbins, the following bequest had been made to the Library, "7. I give to the Robbins Library of said Arlington the sum of Thirty Thousand (30,000) Dollars, said sum to be kept as a fund, the income to be used for the purchase and care of prints." Mr. Withington also informed the Trustees that funeral services would be held at the Unitarian Church on Sunday, May 15 at 3 p'clock. The Trustees agreed that the Board should be represented at the funeral.

The Secretary was authorized to obtain from the Probate Court at Cambridge, photostatic copies in full of the different wills leaving funds to the Library.

The Secretary was instructed to make arrangements to obtain bids for the supplying of fuel oil to the Library for the coming year.

The question of the East Arlington Branch Library was again discussed in full, and it was decided that the Trustees should insert three articles in the Warrant for the next Town Meeting, it being understood that a special Town Meeting would take place in the near future. One article was to be for the purpose of obtaining authority for the Trustees to lease the store premises at number 175A Massachusetts Avenue, Arlington, for a term of three years at a rental of $75.00 a month. Another article was to ask for the appointment of a committee by the moderator to investigate the Library situation at East Arlington, and to report at the next Town Meeting, this committee to be composed of six citizens, one from each of the five East Arlington precincts, and one Library Trustee. The third article was to request the sum of $2500.00 for personal services, so that the East Arlington Branch could be properly serviced. The Trustees

agreed that the best way to handle the East Arlington Branch Library situation, insofar as it related to whatever work would be necessary in order to prepare the Library for the public, is to have one general contract and to have an architect prepare the necessary plans and specifications with this in mind. The Town having appropriated the sum of $2500.00 for expenses, it was agreed that if the costs exceeded that sum, that the additional sums would be taken from funds.

It was agreed that the next meeting of the Trustees would take place at the Dallin Branch of May 17, 1949.

Respectfully submitted,

Francis Keefe
Secretary

Meeting of the Library Trustees

A special meeting of the Trustees of the Library was held on May 23, 1949 at the Library, all of the Trustees being present.

The occasion for the meeting was to interview candidates for the vacancies in the position of Junior Assistant on the Library staff. The Board interviewed Miss Alma Gilbert, Worcester, Massachusetts and Miss Shirley Hessian and Miss Jacqualine Miller, both of Arlington. All these girls are recent college graduates, Miss Gilbert having graduated from Tufts College and being a graduate student of Boston University, Miss Hessian and Miss Miller being in the graduating class at Regis College.

The Board was favorable impressed with the appearance and attitude of the applicants and upon motion duly made and seconded it was unanimously

VOTED: To offer to each one of them a position as Junior Assistant in the Library at a yearly sallary of $2015.00, all appointments to be made upon a six-month's trial basis.

The Board also interviewed Miss Helen E. Whiteman, at present employed by the Library on a trial basis and her trial period expires in another month. Mrs. Spofford reported favorably on Miss Whiteman and she will be added to the staff at the end of the trial period, in the absence of any intervening factors.

Miss Ruth Sampson, newly appointed Assistant Librarian and a Library employee of long standing also consulted with the Board relative to the duties entailed by her new title and requested an explanation of what the Board required of her in connection with her new position. She was informed that the promotion had been given to her in recognitiion of her long and faithful service, that her duties for the time being would remain approximately the same, that in the event that additional experienced help were obtained so that her present duties could be lessened, that the Board would expect her to acquaint herself fully with other aspects of Library work and to help in the instruction of new employees to the end that she might be fully capable of directing the Library in the absence of Mrs. Spofford.

There was a general discussion of the candidates who have applied for the position of Cataloguer, and was agreed that the Board should meet Tuesday, May 31, for the purpose of interviewing such of these candidates as are available.

Respectfully submitted,

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Secretary

Minutes of Library Meeting

A special meeting of the Board of Trustees of the Robbins Library was held at the Library on May 31, 1949 at 7:00 p.m., all of the Trustees being present.

Miss Elizabeth Louise Phelan, at present Assistant Librarian of the Needham Public Library was interviewed in connection with her application for appointment to the position of Children's Librarian, recently vacated by Mrs. Thelma Montague. Miss Phelan is a graduate of Simmons College, is now the Assistant Librarian at the Needham Public Library and formerly was Children's Librarian in Providence, Rhode Island. The Board was favorably impressed with her appearance and her record, and upon motion duly made and seconded, it was

VOTED: That the position of Children's Librarian be offered to her at step 2 in the salary scale at the amount of $3042.00 annually.

It was decided that the Board should meet again next week for the purpose of interviewing candidates for the position of Head of Circulation, now vacant.

Miss Charlotte E. Gidley, Librarian in the Town of Needham may be interested in this position, and Mrs. Spofford was authorized to make an appointment with her for an interview.

The possibility that no special Town Meeting would be held within the next month was discussed. The Secretary was directed to confer with the Board of Selectmen on this matter.

The Secretary was also requested to see if there was any means whereby the Trustees could sign a lease of the East Arlington store property without awaiting action of the Town Meeting. The Town Counsel already having ruled in the negative, the Secretary was requested to confer with him again to see if the desired result could legally be obtained in some other way.

Respectfully submitted,

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Secretary

Minutes of Library Meeting

A special meeting of the Board of Trustees of the Robbins Library was held on June 6, 1949, all Trustees being present.

Miss Charlotte Gidley, at present employed at Needham, Massachusetts, was present for an interview to discuss her availability for one of the vacancies on the Library staff, particularly the position of Head of Circulation. Miss Gidley's recommendations indicated that she was fully capable and experienced.

The Trustees had in mind in interviewing Miss Gidley, that Mrs. Spofford, the present Librarian, will be retiring in approximately one and one-half years from the present date, and were interested in Miss Gidley from the point of view of possible future employment as Librarian in place of Mrs. Spofford. The questioning of Miss Gidley took this possibility into consideration, and while the Board was not in a position to make any final determination, Miss Gidley appeared to have the qualifications necessary for consideration for the position, and upon motion duly made and seconded, it was unanimously

VOTED: To offer her the position of Head of Circulation at the maximum salary provided for her classification, namely $3315.00,

and the Board Chairman, Wilson D. Clark, Jr., was authorized to communicate this offer to her and to inform her that her acceptance of the offer was not a guarantee of her future employment as Librarian.

There was a general discussion, relative to the vacancies still remaining on the Library staff.

Respectfully submitted,

Secretary

Minutes of Library Meeting

A regular meeting of the Trustees of the Robbins Library was held at the Library on June 21, 1949. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mark W. Bradford, Llewellyn B. Parsons and Francis Keefe.

A letter from Miss Charlotte Gidley, Librarian of the Needham Public Library was read. She was replying to the offer made to her to occupy the position of Head of Circulation in the Library. She stated that she was undecided at the present time and would not make a decision. She stated that she had the chance of a position at the Fletcher School of Diplomacy, and was not in a position at the present time to come to any conclusion to the position offered her at the Robbins Library.

Upon motion duly made and seconded, it was unanimously

VOTED: that Harriet Taylor be offered the position as Junior Assistant Librarian upon a six-months' trial basis, at an annual salary of $2015.00.

A communication from the Henry George School was received and read. The school requested the use of the Library hall for ten evenings, once a week, beginning the week of September 19, 1949. After discussion, the Secretary was requested to reply, stating that because of previous committments, to local organizations, the Library hall would not be available.

At 8:00 p.m., the bids in connection with the oil contract for the coming year were opened and read. Present were representatives of Robert Fawcett & Son Co., Inc. and Metropolitan Coal Company. The following were the bids received:

Robert Fawcett & Son Co., Inc.

In answer to your notice to fuel oil dealers, we are pleased to quote you the following prices on #2 oil for the Main Library and Dallin Branch Library:

#2 Oil

Present price: $.0935

This price is based on a posted tank wagon price of $.08 per gallon and will be increased or decreased by any change of the aforementioned base tank wagon price in the Metropolitan Boston Area.

Metropolitan Coal Company

We would bevery happy to furnish #2 Fuel Oil for the heating season July 1, 1949 to May 31, 1940 for delivery to the Robbins

Library and the Dallin Branch Library at one and one-half cents (1½¢) per gallon above the Tank Car or Terminal price at time and date of delivery. Today's Tank Car or Terminal price is eight cents (8¢) per gallon, making today's price to you nine and one-half cents (9½¢) per gallon. (Today's posted retail price delivered is eleven and one-tenth cents (11.1¢) per gallon.)

Thanking you for the opportunity of bidding and assuring you of our ability to furnish you with the finest of oil and service, we are

Very truly yours,

Kelly Oil Corporation

Pursuant to your invitation for bids on approximately 25,000 gallons of #2 Fuel Oil for the Robbins Library and the Dallin Branch Library to be furnished from July 1, 1949 to May 31, 1950, we are pleased to submit our proposal as follows:

Our established retail price in effect on date of delivery less $.0161 per gallon.

For your information, deliveries on this date would be billed at $.111 per gallon less $.0161 or $.0949 per gallon.

Mass-Wharf Fuels

Replying to your invitation to bid on your requirements for No. 2 fuel oil to be delivered to the Robbins Library, 700 Massachusetts Avenue, Arlington and the Dallin Branch Library for the coming heating season ending May 31, 1950, we quote you one cent (1¢) off of our posted delivered price at the time of delivery. Our present price is 11.1¢ per gallon.

The oil we are quoting on is a product of the Gulf Refining Company and will be of a quality meeting the commercial standards supplied by the Department of Commerce.

We trust that we may have the pleasure of doing business with you again.

Upon motion duly made and seconded, it was unanimously

VOTED: to award the oil contract to Robert Fawcett & Son Co., Inc., this company being the lowest bidder.

Upon motion duly made and seconded, the Board Chairman, Wilson D. Clark, Jr., was authorized to obtain a three months' extension of the Viano option on the store premises at number 175A Massachusetts Avenue, Arlington, the Library funds to be used in payment of the option.

Upon motion duly made and seconded, it was unanimously

VOTED: That the Crosby School Branch Library be kept open during the summer months during the same hours as it is ordinarily kept open during the remainder of the year.

Upon motion duly made and seconded, it was unanimously

VOTED: That the main branch of the Library be closed on Saturday during July and August and on the Saturday prior to Labor Day.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve payment of the Atlantic Roofing and Skylight Works bill in the amount of $1243.34, being the amount due on the bill, less 15%.

A letter from the Town Counsel, Russell T. Hamlet, Esq., relative to articles to be inserted in the next Town Meeting was read.

Upon motion duly made and seconded, it was unanimously

VOTED: To pay Mrs. Thelma Montague, retiring Children's Librarian, her vacation money due for the years 1948 and 1949, amounting to one and one-half months salary.

Mrs. Spofford reported that Miss Phelan has accepted the position offered her as Children's Librarian.

Upon motion duly made and seconded, it was unanimously

VOTED: That the Chairman, Wilson D. Clark, Jr., and the Librarian, Mrs. Spofford, be authorized to handle the purchase of suitable shades for the main Library Reading Room.

Respectfully submitted,

Secretary

268 70

A regular meeting of the Trustees ofRobbins Library was held at the library on July 19, 1949. Present were Wilson D. Clark, Jr., the Chairman, Roscoe O. Elliott, Llewellyn B. Parsons, Edmund L. Frost and Francis Keefe.

A letter from Mary M. Ring, President of the Arlington Heights Study Club, was read, in which permission was requested to insert two stained glass picture windows in the children's room of the Dallin branch library, in memory of Mrs. Cyrus E. Dallin, which letter is hereto annexed. Upon motion duly made and seconded, it was unanimously voted to accept the gift and to authorize the placing of the windows as requested.

Upon motion duly made and seconded, it was unanimously voted to accept the bid of Sterling Shade Company of 231 Holland Street, Somerville, Mass., in the amount of $119.80, to install shades in the reference room of the main library and clean the shades in small reading room.
Upon motion duly made and seconded, it was unanimously voted to purchase from Yawman & Erbe Mfg. Co., for the sum of $166.00 a six drawer metal (oak finish) filing cabinet.

There was a general discussion about the proposed musical program to be held in the library, records and record machines to be furnished by Farrington's Record Store, 649 Mass. Avenue, Arlington. In that connection, it was noted that the acoustics of the junior library hall were very poor and after general discussion concerning the same, the Secretary was authorized to prepare suitable specifications for the obtaining of bids for sound proofing the said hall.

Upon motion duly made and seconded, it was voted that the sum of $225.00 be appropriated from the library funds for the purpose of obtaining an additional three months' option on the proposed branch library store property owned by Viano in East Arlington.

A letter was received from Miss Charlotte E. Gidley, librarian of the Town of Needham, in which she stated that she had definitely decided not to accept the position of Head of Circulation of the library. The letter is attached hereto.

Upon motion duly made and seconded, it was moved that Suzanne MacGillivray, Jr. Assistant Librarian, be paid on an hourly basis for any time she works in excess of her usual hours, upon a pro rata basis.

A letter was received from Daniel J. McFadden, Supt. of Parks, requesting that the library purchase fifteen volumes of "The Play Leader's Manual". After some discussion, the Trustees unanimously voted that no action be taken and that Mr. McFadden be so informed by the Secretary.

Respectfully submitted,

Francis Keefe

Secretary

28 Lafayette Street
Wakefield, Massachusetts

My dear Miss Spofford:

I am enclosing a check for ten dollars to be used for the purchase of children's books for the Robbins Library in memory of John C. Stafford Jr. Would you be good enough to see that the book or books are marked "Given in memory of John C. Stafford, Jr." and that a note is sent

Sent letter Aug. 2

saying I would take care of matter and let her know what books were purchased

Stafford

to Mrs Stafford,
72 Egerton Road, Arlington.
telling her that this has
been done by
Mr. and Mrs. William A. Cheyne
and family.

Thank you very
much for taking care
of this for us.

Sincerely yours,
Ruth Cheyne

July 21, 1949

New Eng Trust
Check July 21. '49 No. 523
Made out to Lucinda t. Stafford
Statement on check - For Childrens books to Robbins

Library in memory of Lucinda Stafford Jr.

Gift to
Dallin Branch

June 27, 1949

Mr. Wilson Clarke, President
Board of Trustees
Robbins Memorial Library
Arlington, Massachusetts

Dear Mr. Clarke:

The Arlington Heights Study Club, in memory of Mrs. Cyrus E. Dallin and subject to your approval, would like to insert two stained glass picture panes, one in each of the French Doors, in the children's room at the Dallin Branch Library.

These panes are the same size as the center pane in each door and would be placed there where the light would best lend itself. One of the panes would have a picture of the White Queen from "Alice in Wonderland" and the other "The Treasure Chest from Huckleberry Finn."

Mrs. Alfred Patterson of 274 Park Avenue is the Chairman of this memorial committee and has the proposed patterns in her possession if you would care to see them.

They are very attractive and I think they would be very appropriate for the children's room.

I hope it meets with your approval.

Yours very truly,

Mary M. Ring

Mary M. Ring, President
Arlington Heights Study Club.

MMR:GLB

Dear Mr. Clarke:

The Arlington Helpers Study Club, [illegible]
of Mrs. Cyrus E. Dallin and subject to your approval, would
like to insert two stained glass plaques, [illegible]
of the French Doors, in the children's reading room of the
French Library.

These panes are the same size, one [illegible]
pane in each door and would be placed [illegible]
would best lend itself. One of the panes would [illegible]
of the White Queen from "Alice in Wonderland" and [illegible]
"The Treasure Chest from Huckleberry Finn."

Mrs. Alfred Patterson of [illegible]
the Chairman of this memorial committee and [illegible]
patterns in her possession if you would [illegible]

They are very attractive and I think [illegible]
would be very appropriate for the children's room.

I hope it meets with your approval.

Yours very truly,

Mary L. R[illegible]
Arlington Helpers Study Club

1062 Highland Avenue
Needham Heights, Massachusetts
July 6, 1949

Mr. Wilson D. Clark, Jr., Chairman
Board of Trustees
Robbins Library
Arlington, Massachusetts

Dear Mr. Clark:

I am writing to let you know that I have definitely decided not to accept the position of Head of Circulation at the Robbins Library. After giving the position considerable thought, it seemed to me that it was too similar to the one I have now to justify the sacrifice in salary I would have to make in taking it.

I am sorry that for personal and professional reasons, I have been unable to give you a definite answer sooner.

Sincerely yours,

Charlotte E. Gidley

Minutes of Library Meeting

A regular meeting of the Trustees of the Robbins Library was held at the Library on August 16, 1949, all of the Trustees being present.

A letter was read from Mrs. William A. Cheyne, of 28 Lafayette Street, Wakefield, Massachusetts, in which the sum of $10.00 was enclosed for the purpose of buying books in the memory of John E. Stafford, Jr., deceased. On motion duly made and seconded, it was

VOTED: to receive the gift for the purpose stated in the letter.

The Secretary was instructed to write to Mrs. Cheyne, acknowledging the same. The letter is attached hereto.

Upon motion duly made and seconded, it was

VOTED: to repair six of the Library chairs, the work to be done by Jones, Connors and Brown, at a cost of $21.00 each, the work consisting of covering the said chairs with genuine leather.

It was also

VOTED: to have the same company provide and install a cushion of imitation leather for the bench in the Children's Library, at a cost of $38.00.

Trustee Roscoe O. Elliott gave a report on the activities of the music committee, with a special reference to the musical concerts that have taken place in the Library during the past few weeks. He stated that the programs to date have been very successful and that a good deal of interest was evident. He told that the program would develop as time went on and was working out most successfully.

At 8 o'clock, bids for sound-proofing the Junior Library Hall were opened and read. Mr. Walworth, of W. T. Roberts Construction Company, was present at the opening and reading of the bids.

Bids were received from W. T. Roberts Construction Company, Acoustical Contractors Inc., Pitcher and Co., Inc., and Johns-Manville. The Roberts Company submitted four bids, ranging from $981.00 to $798.00, the highest bid being for a fire-proof job on steel hangers. This bid included both ducts. The Acoustical Contractors Inc. bid was in the amount of $740.00, but excluded the ducts. Pitcher and Company bid was in the amount of $549.00

with an offer to cover one duct at an additional price of $120.00. Johns-Manville bid was in the amount of $526.00, with an offer to provide a box for sound-proofing the air-conditioning duct to be installed in the Children's Reading Room at an additional cost of $35.00. None of the bids, except the Roberts bid of $981.00, was for a fire-proof job.

After a lengthy discussion of the samples submitted, upon motion duly made and seconded, it was unanimously

VOTED: to award the contract to W. T. Roberts Construction Company, at their figure of $981.00, the cost to be borne from the Library Funds.

A letter from Martin A. Conserva & Sons submitting a bid for the repair of the Chickering Grand Piano in the Library Hall was read. The piano has not been repaired for a number of years, and is badly in need of it. Conserva offered to repair the piano thoroughly for $320.00. He stated that new hammers were badly needed, for which there would be an additional charge of $60.00. If new keys were desired, there would be an additional charge of $45.00.

The Trustees agreed that no new keys were needed at this time, and upon motion duly made and seconded, it was

VOTED: that Conserva be authorized to repair the piano for the total sum of $380.00, the cost of this work to be paid from Library Funds.

The Secretary made a report on the Elbridge Farmer Fund. He stated that with Trustee Edmund L. Frost an examination of the Town Reports of 1892 to date had been made, with a view to ascertaining what procedure the Town had followed in the use of the income from the trust funds, particularly the Farmer Fund.

This investigation disclosed that up intil fairly recent years, the funds had been used together with the Town appropriation for the ordinary expenses of the Library; that apparently no effort had been made to segregate the same or to keep the income from the funds separate and apart from the Town appropriation; that these funds have been considered from year to year upon practically the same basis as the Town appropriation.

For some reason not apparent in the records, this system had changed about ten years ago, so that the income from the funds was being kept apart and not intermingled with the Town appropriation and expended as a part thereof, This method appears to be the one that must have been contemplated by the donors of the funds andin keeping with the ordinary procedure of trust accounting.

Mrs. Spofford gave her usual monthly report, stating that circulation was on the increase and that the Library had been very active.

Respectfully submitted,

Secretary

Minutes of Library Meeting

A special meeting of the Board of Trustees of Robbins Library was held at the Library on September 13, 1949. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, E. L. Frost, Mark W. Bradford and Francis Keefe.

The Secretary was directed to return to the Director of Civil Service the proposed allocations of the janitors positions and assent to the same.

There was a general discussion on the matter of considering seriously a successor to Lucinda F. Spofford, the Librarian, who must retire in February of 1951. It was agreed that each Trustee would devote some time and thought to this matter, so that a wise choice could be made.

There was a general discussion of the coming Town Meeting and its relation to the branch at East Arlington. Mr. Stanley Ryerson was present and discussed his plans and specifications. Estimates from four contractors were available, the same being attacher hereto. The Secretary was instructed to call the building inspector, Paul Mossman, for a clarification of his letter of August 31, 1949 addressed to Mr. Ryerson, which left the Trustees in doubt as to whether or not a rear exit would have to be provided. All the bids indicate that the amount appropriated by the Town at the March Town Meeting will be inadequate to accomplish the result under the proposed plans, and that approximately $3,000.00 additional will be required, exclusive of salaries. Furthermore, an additional annual appropriation from the Town will be required to maintain the branch library when established.

Upon motion duly made and seconded, it was

VOTED: that Trustee Mark W. Bradford be appointed to provide and distribute to the local newspapers and others, publicity releases pertaining to the activities of the Library, such releases to be subject to the approval of the Board of Trustees.

A letter was read from E. E. Mariner, Secretary of the Committee on Advanced Programming and Budgeting, in which he requested that the Library provide his board information concerning Capital Outlay Expenditures which now appear necessary or desirable for library purposes during the years 1950-1955 inclusive. Inasmuch as the Trustees have provided this same information in the past, and inasmuch as a committee to investigate the library facilities in East Arlington is expected to be appointed at the next special Town Meeting, the

Board decided to take no action on this request at the present time, and directed the Secretary to reply to Mr. Mariner's letter and inform him relative to the Town Meeting.

A letter from Herbert O. Alderson, Secretary to the Committee on the 40-hour week for Town employees was read. His letter requested a written report stating the effect that the 40-hour week would have on the operations of the Library. Inasmuch as the Library is already on a 40-hour week, the Secretary was directed to reply to Mr. Alderson to that effect.

Respectfully submitted,

Francis Keefe
Secretary

Estimated Cost of Alterations at
175A Massachusetts Avenue, East Arlington

Robbins Library Branch

Contract (Estimates)

Construction Co.	Peter F. Rossi Co.	Emil Fellman et al	J.E.D'Amore Co.
5,128.00	$4,600.00	$3,750.00	$3,600.00
e (Remington Rand Inc.)			1,029.50
Lockers (15" x 18")		$30.00	
ic Clock		35.00	
Cleaning Machine		175.00	
neous Cleaning Utensils		25.00	
		50.00	315.00
			$4,944.50
stimated cost of rear door			250.00
			$4,694.50
t's Fee - 10% on $3,350.00			335.00
			$5,029.50

* Furniture:

2 Tables	@ 115.00	$230.00
12 Chairs for above	@ 17.00	204.00
1 Magazine Rack		95.00
1 20-Drawer Catalogue Case complete with top & base		199.00
3 12" stools	@ 8.00	24.00
1 Aluminum Book Truck		50.00
1 Desk (60 x 34)		98,75
1 Swivel Chair - no arm		28.75
1 Work Table		100.00
		$1,029.50

, 1949.

Estimated Cost of Alterations at
1750A Massachusetts Avenue, East Arlington

Robbins Library Branch

Construction Co.	Peter F. Rossi Co.	Emil Pellman et al	J.E.D'Amore Co.
125.00	$4,600.00	$5,750.00	$3,800.00
(Remington Rand Inc.)			1,020.50
Shelters (15" x 15")		320.00	
1 Clock		35.00	
Cleaning Machine		175.00	
Various Cleaning Utensils		28.00	
		80.00	
.....			215.00
.....	.....		880.00
.....	.....		880.00

Furniture:

2 Tables	@ 115.00		$230.00
12 Chairs for above	@ 17.00		204.00
1 Magazine Rack			95.00
1 20-Drawer Catalogue Case (complete with top & base			135.00
3 15" stools	@ 8.00		24.00
1 Aluminum Book Truck			80.00
1 Desk (60 x 34)			90.75
1 Swivel Chair - no arms			38.75
1 Work Table			100.00
.....			1,020.50

1949.

Minutes of Library Meeting

A regular meeting of the Trustees of Robbins Library was held at the Library on September 20, 1949. Present were Wilson D. Clark, Jr., Chairman, Mark W. Bradford and Francis Keefe.

Mrs. Spofford had received a letter from Mrs. Ruth Cheyne relative to the books purchased in memory of John E. Stafford, Jr. The letter was highly complimentary and in appreciation of the manner in which the fund had been handled.

Mrs. Spofford gave her usual monthly report, which was quite encouraging, especially with reference to the increase in circulation.

It was voted to hold the next meeting of the Trustees on Monday, October 10, 1949 at 7:30 p. m.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of Library Meeting

On September 19, 1949, the Board of Trustees of Robbins Library met in the Hearing Room at 8:30 o'clock p.m. with the full board of the Finance Committee of the Town of Arlington. Present for the Trustees were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mark W. Bradford and Francis Keefe.

The occasion was to discuss with the Finance Committee the two articles placed in the Warrant by the Trustees for the special Town Meeting of October 17, 1949, one article for the appointment of a committee to investigate facilities for a library in East Arlington; the other article pertaining to the lease at number 175A Massachusetts Avenue, East Arlington to be used as a branch library and the obtaining of the necessary sum of money to establish and set up said branch library with sufficient equipment and facilities.

Both articles were discussed thoroughly. The Trustees requested a nominal sum for the committee to be used to investigate library facilities in East Arlington, and the sum of $3,000.00 for the establishment of the East Arlington branch library. This sum of $3,000.00 is to be in addition to the sum of $2,500.00 appropriated at the March Town Meeting.

The Finance Committee took both matters under advisement.

Respectfully submitted,

Francis Keefe
Secretary

Minutes of Library Meeting

A public meeting of the Library Trustees with the residents of East Arlington was held at the Hardy School hall on April 13, 1949, at 8 p.m. There were present about sixty residents from East Arlington, and the following Trustees: Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Llewellyn B. Parsons, Edmund L. Frost and Francis Keefe.

Notice of the meeting had been given by publication in the local newspapers, by letters addressed by the Library Trustee's Secretary to Town Meeting members of precincts 1 to 5, to officers of the various East Arlington organizations and letters to respective citizens of that section.

A general discussion of the library facilities now existing at the Crosby School in East Arlington was held, and various attendants at the meeting expressed their views. Mr. Clark, the Chairman, answered many questions relative to the plans of the Trustees for East Arlington. Among those present speaking of it were Messrs. Francis Higgins, Glynn and Fiorenzo, Mrs. Eleanor Rutherford, Reverend Bixby, Augustine Doyle, Messers. Wise, Paul Griffin, Joseph O'Connell, John O'Brien, Craig, Joseph Beasley and Phil Pelligrini.

The discussion included statements relative to the present facilities, the costs of establishing a new branch, the desirability of having the branch on Massachusetts Avenue, the increase of service to East Arlington and all features of the library conditions in East Arlington.

Consensus of opinion of the meeting was to the effect that the present branch at the Crosby School was inadequate, improperly located and not rendering proper service to the residents of East Arlington, that a branch library on Massachusetts Avenue in some store would be a more desirable situation pending a more complete scrutiny of the library situation in East Arlington.

The membership at the meeting voted in favor of an article being inserted in the next special Town Meeting for the establishment of a committee of six to be selected one from each East Arlington precinct, namely 1 to 5, and one from the Board of Trustees, to investigate the library facilities in East Arlington and report as soon as possible to the next Town Meeting.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of Library Meeting

A regular meeting of the Trustees of Robbins Library was held at the Library on October 10, 1949. Present were Roscoe O. Elliott, Mark W. Bradford, Llewellyn B. Parsons and Francis Keefe. Chairman Wilson D. Clark, Jr. was absent because of illness and Roscoe O. Elliott presided as temporary chairman.

There was a discussion of the Special Town Meeting on October 17, insofar as it related to the Library articles relative to the East Arlington branch. Inasmuch as the Town Meeting members are holding their precinct meeting on Friday evening, October 14, it was decided that the Trustees should be present at these meetings to explain these articles, if the occasion arose. Trustees Clark and Parsons are to attend the meeting at Junior High Center, Bradford and Frost at Locke School and Elliott and Keefe at Junior High East.

Mrs. Spofford reported that she had had a local contractor, John V. Kelley, check on the leak on the easterly side of the Library. He had made an investigation of the problem and suspected that there was a leak in one of the pipes that was causing the water seepage. Upon motion duly made and seconded, it was

VOTED: that a sum not to exceed $100.00 is to be spent to repair the leak and to put crushed stone on the driveway at the rear of the Library to absorb the water that collects there during rainstorms.

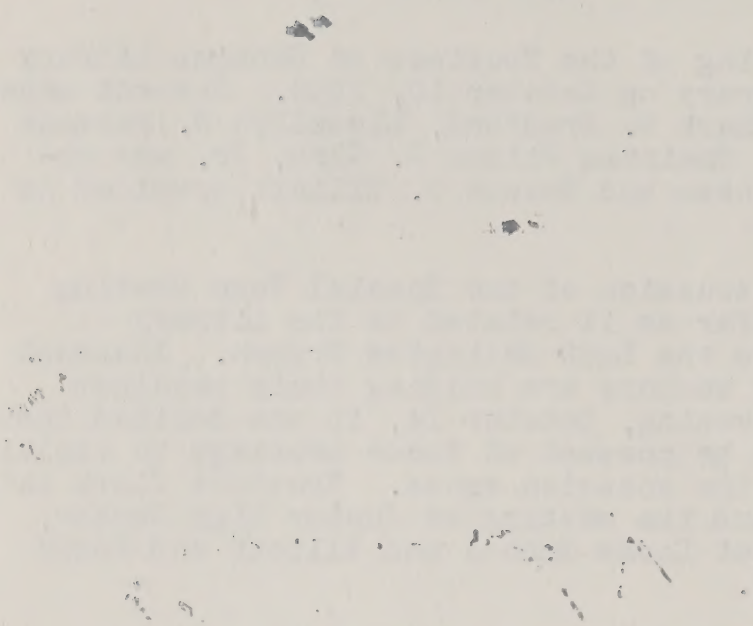
There were several requests from organizations for the use of the Library hall as follows:

The Catholic Choral Society, consisting, according to Mrs. Spofford, of approximately twenty members, requested the use of the hall for two nights a week. Because of the demands made upon the hall and the room downstairs in the Library, it was decided that this organization be given the use of the hall one night a week and one morning, if they desire.

The Spy Pond Rod and Reel Club requested the use of the hall one night a month, and this request was approved.

A request was made on behalf of a small group of children studying the Armenian language for the use of one afternoon a week, and this request was approved.

Mrs. Spofford stated that at times, children of high school and junior high school age using the Library caused



unnecessary noice and trouble, and the Secretary was requested to write to the Chief of Police to request that one of the police officers drop in occasionally during the night session, so that the presence of a police officer might have some quieting effect upon the pupils.

Upon motion duly made and seconded, it was

VOTED: that a sum not to exceed $100.00 be appropriated to install new lights in the small hall in the basement of the Library, which is frequently used for meetings by civic groups.

Respectfully submitted,

Secretary

Minutes of Library Meeting

A meeting of the Trustees of the Robbins Library was held at the Library on October 26, 1949, all of the Trustees being present.

There was a discussion among the Trustees relative to the appointment of one of the Trustees to the committee to investigate the Library facilities at East Arlington, which committee was to be appointed by the moderator under the vote of the Special Town Meeting of October 17, 1949. After due consideration, it was voted that Roscoe O. Elliott be recommended to the moderator for the appointment to the committee.

Upon motion duly made and seconded, it was

VOTED: that the plan for the renovation of the East Arlington Branch go forward as quickly as possible, and that the Chairman be authorized to do all things necessary before the next meeting, to expedite the obtaining of plans and specifications from the architect, with a view to obtaining a bid from contractors, as required by the by-laws.

The Secretary was requested to obtain from the Town Accountant, Mr. Needham, and from the Town Counsel, Mr. Hamlet, their opinions as to whether or not it was necessary that the funds appropriated for the East Arlington Branch be expended in 1949.

Upon motion duly made and sconded, it was

VOTED: that all of the Library employees that were receiving, or would receive, less salary in 1949 than they had received in 1948, be awarded the bonus voted at the Special Town Meeting of October 17, 1949.

There was a general discussion of the 1950 budjet. The Trustees went over the proposed changes, with reference to the changing of the grades of employees and awarding of the step-rate increases.

Upon motion duly made and seconded, it was

VOTED: to have the small reading room and the hall painted as soon as possible.

Respectfully submitted,

Secretary

Minutes of the Library Meeting

A regular meeting of the Trustees of Robbins Library was held at the Library on November 15, 1949, all of the Trustees being present.

The problem of maintaining order at the Library at night was discussed, and the Secretary was requested to write to the Chief of Police with a view to having a police officer visit the Library on regular occasions.

A letter from Miss Eva Smith, Branch Librarian for a number of years at the East Branch, in which she volunteered to resign her post, was read and discussed. It was voted to continue her leave of absence rather than accept her resignation, such leave to continue until further action is necessary.

A letter from James J. Golden, the Town Clerk, was read. It was with reference to Chapter 619 of the Acts of 1949, called "Communist Exclusion Act". He enclosed a copy of the letter received by the Town Clerk from the Secretary of the Commonwealth, together with a form of oath suggested by the Secretary and required under the law to be taken and signed by all personnel entering the public service.

A letter was also received and read from the Director of the Department of Civil Service, calling the attention of the Trustees to a change in the Civil Service rule in promotion in the Civil Service, stating that one year is to be added to the length of service for veterans for the purpose of computing length of service.

The Secretary was requested to see that plate glass insurance was provided to the library premises at 175A Massachusetts Avenue, Arlington.

There was a general discussion of the proposed contract for the East Arlington Branch Library. Mr. Ryerson, the architect, was there with proposed plans and specifications. He was instructed to proceed with the obtaining of the bids through advertising and it was voted that the bids be opened November 30, 1949 at 8 o'clock.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of the Library Meeting

A special meeting of the Trustees of Robbins Library was held at the Library on November 26, 1949, all of the Trustees being present.

There was a general discussion of the budget for 1950. The Secretary was requested to prepare the necessary letter to accompany the budget to be sent to the Chairman of the Finance Committee. This letter was to include an explanation of the step-rate increases, and to answer questions of the Finance Committee in a letter addressed to all of the departments.

There was also a discussion of the Robbins print collection. The Secretary was authorized to communicate with Mr. Morton Bradley, a resident of Arlington, and at present, acting curator of the Fogg Museum, to obtain his help in analyzing and valuating the collection.

The Secretary was also requested to communicate with the attorneys for the Estate of Ida Robbins to ascertain who now is living of the Robbins family.

The Trustees once again when through the entire basement premises of the Library, with a view to some time in the future, as soon as funds and plans are available, to make certain changes in the basement for the purpose of providing additional space and facilities for the Library.

There was a discussion of the ways and means of utilizing available space for storage of Library records, magazines and volumes, and the question of micro-filming records, magazines and volumes was discussed. It was agreed that the Trustees would look into the question of micro-filming as a means of conservation of space and preservation of records, volumes and magazines in an efficient manner.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of the Library Meeting

A special meeting of the Trustees of the Robbins Library was held at the Library on November 30, 1949, all of the Trustees being present.

The purpose of this meeting was to open the bids for the construction of the East Arlington Branch Library. Several prospective bidders or their representatives were present. At 8 o'clock the bids were opened. Seven Bids were received, as follows:

Peter F. Rossi Co., 183 Broadway, Arlington

General contract	$3118.23	
Sub-contracts	676.77	
Total		$3795.00

Frankini Construction Co., 26 Mystic Avenue, Medford

General contract	$4352.23	
Sub-contracts	807.77	
Total		$5160.00

V. A. Brennan, 41 Rogers Avenue, Lynn

General contract	$2385.00	
Sub-contracts	1472.00	
Total		$3857.00

Scaldini, Inc., 4 Luther Road, Medford

General contract	$3169.00	
Sub-contracts	807.77	
Total		$3976.77

James Wood, 26 Cambria Street, Boston

General Contract	$3094.02	
Sub-contracts	790.98	
Total		$3885.00

J. E. D'Amore Co., 65 Fisher Road, Arlington

General contract	$3364.23	
Sub-contract	676.77	
Total		$4041.00

Harty Construction Co.

General contract	$3623.23	
Sub-contract	676.77	
Total		$4300.00

After a discussion and examination of the bids, it was unanimously voted to award the contract to Peter F. Rossi Co., low bidder.

Respectfully submitted,

Francis Koch

Secretary

Minutes of the Library Meeting

A regular meeting of the Trustees of Robbins Library was held at the Library on December 20, 1949, all of the Trustees being present.

A letter from the Secretary of the Board of Selectmen relative to the allowance of a one-half holiday in each week was received and read. Said letter is attached hereto.

A letter from Mrs. Kathryn M. Achuff, former curator of the Robbins art collection, requesting an extension of her leave of absence was received and read. The Trustees voted to take no action at this time, as the Secretary is to communicate with art expert Morton Bradley of Arlington, with a view to see what can be done about the art collection.

A letter was received from Miss Nancy Heeger, requesting the use of the Library for the Beta Sigma Phi sorority for the evenings of January 12, February 9 and March 19, 1950, and thereafter upon a quarter-annual basis. The Trustees unanimously approved the request, subject to the condition that the sorority pay for the janitor.

A letter was received from the Junior Women's Club, enclosing a check in the amount of $10.00 in appreciation of the use of the Library Hall. The gift was accepted with thanks, and the Secretary was requested to call Town Accountant Needham to see if any procedure had to be followed with respect to this gift.

Upon motion duly made and seconded, it was unanimously

VOTED: that the sum of $200.00 be taken from the Library funds for the purchase of books.

Upon motion duly made and seconded, it was unanimously

VOTED: to pay the Library of Congress bill for December, 1949 from funds, if the bill could not be paid from the 1949 appropriation in the usual course of business.

Mrs. Spofford made her usual monthly report, and stated that circulation was increasing, but there was a constant demand for the use of old magazines for reference work, in fact, there had been 119 such requests in a period of two weeks, during which she had kept track of this matter.

She stated that 260 new people had been registered in November and that there had been a gain of 265 in the cir-

culation at the East Arlington branch.

Trustee Roscoe O. Elliott was requested to investigate the obtaining of proper identification signs for the Dallin Branch and to make whatever arrangements are necessary in order to obtain the same.

There was a general discussion of the need for the purchase of a record player for use in the Children's Library. The Trustees agreed that this would be a very desirable thing to do and authorized Trustee Mark W. Bradford to investigate the various types of machines, with a view to obtaining a good and efficient record player for the Children's Room. Mr. Bradford was to check on the various types of machines and records and make arrangements to purchase the same, the purchase price to be obtained from the funds.

Respectfully submitted,

Secretary

A regular meeting of the Trustees of Robbins Library was held at the library on January 10, 1950. All of the trustees were present. A sub-committee of the Finance Committee was in attendance for the purpose of going over the proposed 1950 budget. The sub-committee was composed of Charles Armitage, William Bennett and Harry J. O'Reilly.

Roscoe O.Elliott reported that he had taken up with Warren O'Leary, Secretary to the Board of Public Works, the question of the sign for the Dallin Branch Library and that arrangements were being made to have the Public Works Department prepare and erect a suitable sign.

Trustee Mark W. Bradford reported that he had purchased a portable record player for the children's room for the sum of $39.75 and that suitable records would also be purchased. Mrs. Spofford reported that she had already used the record player and had found it very satisfactory.

There was a discussion of the proposed hours of the Dallin Branch and the new East Arlington branch and this matter was tabled for future action.

The Secretary was authorized to write to Mrs. Kathryn Achuff, Curator of the Art Collection, and inform her that her leave of absence could not be extended as permanent arrangements were being made for the handling of the Art Collection.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of the Library Meeting

A regular meeting of the Trustees of Robbins Library was held at the Library on February 14, 1950, all of the Trustees being present.

Morton C. Bradley was present and reported to the Trustees on his analysis of the Robbins Art Collection. He had previously written a letter to the Trustees, which is annexed hereto, stating his views. He was assisted in his investigation by Dr. Jakob Rosenberg. A lengthy discussion took place regarding the contents of Mr. Bradley's report and the qualifications of Mr. Evan Turner, suggested by Mr. Bradley to take charge of the art collection. It was decided that a meeting should be held the following night at 5:30 for the purpose of meeting Mr. Turner.

Mr. Bradley also discussed the collection of prints offered to the Library by Mr. F. R. Fraprie. He stated that he had seen and investigated the prints and recommended that the Library accept them. Many were of no value, but some, he thought, could be utilized. The correspondence relative to this collection is annexed hereto.

A letter was received from the Personnel Board, stating that in keeping with the Trustees' request, Miss Marilyn Kenney had been recommended to be reclassified from Worker (Library) Grade II to Worker (Library) Grade IV, Minimum Step.

Mr. Clark discussed the purchase of the furniture for the East Arlington Branch and stated that the most recent figures indicated that the cost would amount to $1,207.00. Upon motion duly made and seconded, it was unanimously

VOTED to purchase a new polisher for the East Arlington Branch, together with the usual cleaning accessories, the polisher not to cost in excess of $125.00.

Upon motion duly made and seconded, it was unanimously

VOTED to purchase two lockers for the East Arlington Branch of the Library and three for the main branch of the Library.

It was agreed also that shatter-proof glass be installed in the Dallin memorial windows at the Dallin Branch to protect the stained glass memorial windows donated by the Arlington Heights Study Club.

Mrs. Spofford reported that a list of custodians was available from the Civil Service Department and she was requested that application be made to the Civil Service Department to obtain the services of a custodian.

Mrs. Spofford made her usual monthly report.

Respectfully submitted,

Secretary

.Minutes of the Library Meeting.

A special meeting of the Trustees of Robbins Library was held at the Library on February 15, 1950, all of the Trustees being present. Present also, were Mr. Morton Bradley, Jr. and Mr. Evan Turner, of 78 Mount Vernon Street, Cambridge, who was present to be interviewed relative to his availability and capability for the position of curator of the Robbins Art Collection.

The Board interrogated Mr. Turner on all matters relative to the position, and upon motion duly made and seconded, it was voted

VOTED to employ Mr. Turner to take charge of the collection at a full-time salary of $3,000.00 and a half-time salary of $1,500.00.

Mr. Turner will begin work immediately and will at present devote only half of his time to the position. He intends to examine, catalogue and evaluate the entire collection to establish the Art Department as a functioning portion of the Library activities, have exhibitions of interest to the public, and in general to revitalize the art collection, so the public may receive the fullest benefit from it.

He had in mind the establishment of a local art association consisting of Arlington residents, the obtaining of print collections from other art centers to be used in conjunction with our own print collections for exhibitions, and his plans seem to the Trustees to indicate a knowledge of what is necessary and a desire to carry out his ideas.

Respectfully submitted,

Francis Keefe
Secretary

Minutes of the Library Meeting

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on March 21, 1950. Present were Wilson D. Clark, Jr., Chairman, Roscoe O. Elliott, Mark W. Bradford and Francis Keefe.

Mrs. Spofford reported that the Dallin Memorial windows at the Dallin Branch of the Library had now been enclosed as a protection against damage.

Mr. Evan Turner, Curator of the art collection was present and gave a comprehensive report of his progress to date. A copy of the report was turned over to the Secretary, who has it in his files. A discussion of the insurance coverage for the art collection was had. The secretary was authorized to communicate with Harry J. O'Reilly to arrange not only for the insurance for the collection itself, but particularly for the insurance of the exhibits borrowed from other institutions in connection with exhibits planned by the Curator. Heretofore, the collection has been insured in a blanket coverage policy of the Town.

The Trustees inspected the Junior Library Hall as a prospective location for future exhibits of the art collection and at the same time noticed that the termites had created further damage in the staircase leading to the Hall.

Upon motion duly made and seconded, it was

VOTED: to approve the request of the Daughters of the American Revolution to erect in the main branch of the Library a plaque approximately three feet by four feet, commemorating The Men of Menotomy.

The resignation of Edmund L. Frost as Library Trustee was received and accepted with regret. The Secretary was instructed to write to him on behalf of the Trustees.

There was a general discussion concerning the filling of the vacancy occasioned by Mr. Frost's resignation, and the Secretary was instructed to arrange for a joint meeting of the Board of Trustees and the Board of Selectmen for the purpose of filling the vacancy.

Respectfully submitted,

Francis Keefe

Secretary.

Minutes of the Library Meeting

A special meeting of the Board of Trustees with the Board of Selectmen was held in the Selectmen's Office, Town Hall, April 10, 1950 at 5:30 p.m. for the purpose of electing a successor to Edmund L. Frost on the Board of Library Trustees. Present was the full Board of Selectmen, Joseph A. Purcell, Chairman, Mark O. Sorenson and Edmund L. Frost, together with all of the remaining Trustees.

Chairman Purcell called the meeting to order and acted as Chairman for the meeting.

Wilson D. Clark, Jr. nominated Mrs. Margaret Q. Heaps of 35 Bonad Road, Arlington, to fill the vanancy. The nominations were closed and upon a ballot being taken, Mrs. Heaps was unanimously elected to fill the vacancy.

A discussion then ensued relative to the insuring of the Robbins Art Collection. Harry J. O'Reilly, the insurance representative of the Town, was present and explained that an all-risk policy in the amount of $100,000.00 would cost approximately $550.00 a year. He explained that the Library at the present time was covered for loss of personal property by fire in the amount of $224,000.00. Mr. O'Reilly was authorized to immediately place the all-risk policy covering the art collection, pending further investigation and study. It is hoped that eventually the more valuable parts of the collection may be insured by an all-risk policy, the other and less valuable pieces to be included in the usual fire coverage policy.

The Board of Trustees met briefly after the meeting with the Selectmen to discuss the request of Mrs. Gertrude I. Wheeler of 15 Cheviot Road, Arlington for the use of the Library Hall for a piano recital for her pupils. Upon motion duly made and seconded, it was unanimously

VOTED: to permit her the use of the hall for that purpose some night during the first week in May, no admission to be charged, Mrs. Wheeler to pay for any janitor services that may be needed.

Respectfully submitted,

Francis Keefe

Secretary

Minutes of the Library Meeting

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on April 18, 1950. All of the Trustees were present, including the newly elected Trustee, Mrs. Margaret Q. Heaps.

A letter from the Town Clerk's Office was received, stating that the budget for 1950 as submitted by the Trustees, had been approved at the Town Meeting and an appropriation for the full amount voted, as follows:

Personal services	$54,990.00
Expenses	24,825.00
Capital outlay	4,000.00

Upon motion duly made and seconded, it was

VOTED: that the step-rate increases included in the budget, as voted by the Town Meeting, be approved, with the exception of Miss Smith, who is on an hourly basis.

Upon motion duly made and seconded, it was

VOTED: to approve the change in grade of Miss Marilyn Kenney from Grade II to Grade IV, minimum step.

There was a discussion as to certain minor work and repairs necessary throughout the Library. Upon motion duly made and seconded, it was

VOTED: that new doors be obtained for the Junior Library; that new light fixtures be obtained for the Curator's Room, and that an additional lighting fixture be installed at the East Arlington Branch.

Mr. Evan H. Turner, Curator of the Robbins Art Collection, submitted a report in writing of his activities during the past month. Certain questions were raised by him in connection with his activities, and the Secretary was authorized to reply to the questions raised.

Upon motion duly made and seconded, it was

VOTED: that a petty cash fund of $50.00 be established for the benefit of the Curator, said fund to be held and be under the control of the Librarian.

Mrs. Spofford gave her usual monthly report. She reported that the circulation of the new East Branch of the Library had been very satisfactory and represented a big increase over the former circulation.

Upon motion duly made and seconded, it was

VOTED: that the Library hours at the Dallin Branch of the Library be the same as at the East Branch.

Upon motion duly made and seconded, it was

VOTED: that Trustee Roscoe O. Elliott be the representative of the Trustees of the committee to be appointed by the Moderator under vote of the recent Town Meeting to investigate and make recommendations relative to a suitable Library site in East Arlington, this recommendation to be subject, of course, to the approval of the Moderator.

The question of a questionnaire delivered to the citizens of the Town, which had been discussed some months before, was again discussed.

Upon motion duly made and seconded, it was

VOTED: that a committee composed of Trustees Elliott, Heaps and Bradford be appointed to prepare and distribute the questionnaire.

Respectfully submitted,

Secretary

Minutes of the Library Meeting

A regular meeting of the Board of Trustees of Robbins Library was held at the Library on May 23, 1950 at 7:30 p.m., all of the Trustees being present.

A letter from the Park Avenue Congregational Church was read, in which the Church thanked the Librarian and the Trustees for the use of the Dallin Branch of the Library for the past two years for holding its Sunday School, pending the preparation of a room in their parish house.

There was a general discussion relative to the providing of new doors for the Junior Library. Prices appeared to be higher than anticipated, and the Chairman, Wilson D. Clark, Jr., was authorized to obtain bids and submit them to the Trustees.

A letter from the Kenney Company, offering to paint the small reading room in the Main Library for the sum of $185.00, was received and read, and upon motion duly made and seconded, it was unanimously

VOTED: to authorize the Kenney Company to paint the said room, in accordance with its bid.

Upon motion duly made and seconded, it was unanimously

VOTED: to have R. W. LeBaron, Inc. install three lights, four tubes and necessary appurtenances thereto in the Curator's Room in the Library, the price not to exceed $150.00.

At 8 o'clock, the bids for the providing of fuel oil for the coming year for the Main Library and the Dallin Branch were opened and read. Bids were received from the following:

Mass-Wharf - Posted tank car price, plus $.0125.

Kelly Oil Corporation - Posted tank car price, plus $.0149.

Robert Fawcett & Son Co., Inc. - Posted tank car price, plus $.0084.

Peirce & Winn Company - Posted retail price, less $.005

Metropolitan Coal Company - Posted price, plus $.0150.

Consolidated Fuels, Inc. - Posted price, plus $.0175

The bid of Robert Fawcett & Son Co., Inc., being the lowest bid, was accepted, and upon motion duly made and seconded, it was unanimously

VOTED: to award the bid to that company.

Mrs. Spofford made her usual monthly report, and stated that a new rug had been provided for her room, as authorized, and that two new lighting fixtures had been installed in the Curator's room. She also stated that the East Arlington Branch continued to show good circulation and that circulation in general was improving. She stated that thirteen shrubs were needed for the Dallin Branch and the Main Library. The Trustees authorized her to purchase the same from Frost and Higgins.

Mrs. Spofford stated also that additional chairs were needed for the Junior Library Hall in the Main Library, and upon motion duly made and seconded, it was unanimously

VOTED: for Mrs. Spofford to purchase forty additional folding chairs for the Junior Library Hall and to purchase two new posture chairs for the use of the employees in their work.

Mrs. Spofford also reported that Hallam T. Ring had offered to the Library a collection of Mexican silverware, Indian blankets, etc. that had belonged to his mother and were of some historical value. Lacking the facilities to properly store and care for these articles, the Trustees declined with regret, and notified the Secretary to write to Mr. Ring.

Evan Turner, the Curator of the Robbins Art Fund, submitted a lengthy written report of the activities of the Fund, which was accepted, and there is a report of progress. In connection with his report, he discussed the contents of the art collection, his progress in cataloging and filing it, the progress of an Art Club in Arlington, and gifts that have been made to the collection.

Upon motion duly made and seconded, it was unanimously

VOTED: that the Library be closed on Saturday afternoons during July and August and the Saturday in September prior to Labor Day.

Respectfully submitted,

Francis Keefe

Secretary

A Special Meeting of the Board of Trustees of Robbins Library was held at the Arlington Five Cents Savings Bank on May 31, 1950. All of the Trustees were present.

A letter from Withington, Cross, Park & McCann, Attorneys for the Estate of Ida F. Robbins, was received and read. Contained in the letter was a check to Robbins Library in the amount of $27,119.88, representing a partial payment on the legacy of $30,000.00 left the library under the will of Ida F. Robbins. Of the amount of the said check the sum of $133.20 was interest, the balance being principal.

Upon motion duly made and seconded, it was voted to invest the said principal amount in United States Savings Bonds, Series G, and any balance of the principal remaining from this check to be deposited in a savings bank.

There followed a discussion on the coming vacancy in the position of librarian, due to the retirement of the present librarian, Mrs. Lucinda F. Spofford. Mrs. Heaps had been spending a great deal of time on this matter and had some information available on Miss Ellen Stone, at present a librarian in Providence, Rhode Island. She also had information on other possible applicants for the position.

Mrs. Heaps was requested to contact the Pratt Institute in New York and the State Library Commission in Boston to see if further applications could be obtained.

The Secretary was authorized to communicate with Miss Stone to see if she would be interested in the position. The Secretary was also requested to check with the Personnel Board to see if there are any requirements of their Board which had to be met, in connection with this vacancy.

The Secretary was also requested to write to Robert Fawcett & Son Co., Inc., the supplier of the fuel oil for the library, relative to the damage to the lawn, caused by the delivery of oil.

Respectfully submitted.

Francis Keefe

Secretary

Minutes of the Library Meeting

A regular meeting of the Trustees of Robbins Library was held at the Library on Tuesday, June 20, 1950, at 7:30 p.m. Present were Wilson D. Clark, Jr., Mrs. E. Warren Heaps, Llewellyn B. Parsons, Roscoe O. Elliott and Francis Keefe.

Upon motion duly made and seconded, it was

VOTED: to close the Library on Saturday, June 24, 1950.

There was a discussion of an article that had appeared in the Arlington Advocate relating to the possibility of the Trustees constructing a walk across the Universalist Church property. Mr. Clark recalled that he had gone into this matter with the Church authorities several years ago, and that their interest at the time had been to find means of preventing people from using the path, rather than encouraging its use. In any event, the Church is the owner of the property in question and it has been observed that most of those who use the path are not Library patrons, but Junior High School Center students.

A letter was received from the Arlington Branch of the Red Cross thanking the Trustees for the use of the Junior Library Hall.

Mr. Evan Turner's monthly report as Curator of the Robbins Art Collection was received and read.

Upon motion duly made and seconded, it was

VOTED: to close the branch library on Monday nights during the summer months.

Mrs. Spofford made her usual monthly report and stated that she had received a request from the Arlington and Belmont Osteopaths for the use of the Library Hall for some night in February or March, 1951. Since admission was to be charged, the Trustees approved the request, a small rental and janitor's charges to be paid.

Respectfully submitted,

Francis Keefe
Secretary

Minutes of Library Meeting

A regular meeting of the Board of Trustees of the Library was held July 18, 1950 at 8:30 at the Library. All of the Trustees were present.

Evan Turner, curator of the Art Collection made his usual monthly report. He reported that the lights in his room had been installed and were satisfactory. Other items of interest are contained in his written report.

There was a discussion of the results of the questionnaire issued by the Trustees. Many replies were received, practically all of them favorable. In addition, some correspondence was received as a result of the questionnaire, and where the addresses were available, the Secretary was requested to reply to them.

The Board learned with deep regret of the death of Miss M. Helen Teele, who was a Trustee of the Library for almost 25 years before her retirement in 1947. Miss Teele, throughout all her years of LIBRARY service gave unstintingly of her time, effort and ability, and the Town is the loser because of her passing. The Library will always remember her many kindnesses and services.

Mrs. Spofford made her usual monthly report, stating that circulation was continuing to increase and particularly, reports of circulation from the East Arlington Branch were most encouraging.

The Trustees examined the large collection of books given the Library by Mrs. Chester Greenough, FROM THE ESTATE OF EDA ROBBINS There were many fine volumes, most of which will be retained by the Library, others to be disposed of by the Librarian.

Respectfully submitted,

Francis Keefe

Secretary

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on August 15, 1950. All of the Trustees were present.

The resignation of the Junior Assistant, Jacqueline M. Miller, was received and accepted with regret.

A letter from the Middlesex Area Council of Beta Sigma Phi, enclosing a Five Dollar ($5.00) United States Postal Note in appreciation of the use of the Library Hall was received.

A letter from Charles F. Button inquiring about obtaining a discarded wooden cabinet in the basement of the Library was received and read. Due to the fact that there are two such cabinets, one of which does not belong to the Library, no action was taken on the request of Mr. Button. The secretary was authorized to obtain more definite information from him.

The monthly report of Evan H. Turner, Curator of the Art Collection, was received and read.

Roscoe O. Elliot and his committee made a report on the results of the questionnaire. More answers have been received and have largely been favorable to the Library. Most of the criticism has been directed towards the lighting.

The secretary was instructed to write to Russell T. Hamlet, Town Counsel, relative to the legacy of $1,000.00 left to the Library under the will of M. Helen Teele so that an article could be inserted in the next Town Meeting for the acceptance of the gift.

A discussion took place on the advisability of installing a drinking fountain in the Library. The Trustees agreed that this should be done as soon as possible, and the secretary was instructed to obtain some figures on the cost.

Mrs. Spofford made her usual monthly report.

Respectfully Submitted,

Francis Keefe
Secretary

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on September 19, 1950, all of the Trustees being present.

The resignation of Mrs. Helen H. Pahigian, formerly (Hovanessian), was received and accepted with regret.

A small memo in the handwriting of Miss Ida Robbins was received from Mr. Richard H. Greenough in which Miss Robbins expressed the desire that the Library receive certain of her books.

A letter was received from Robert Fawcett Company, Inc. stating that under the terms of the oil contract the price of #2 fuel oil would be increased $.006 per gallon as of August 15, 1950. An equal increase has occurred in the Boston Tank Car price.

A communication from the Town Committee on Advanced Programming and Budgeting was received. The chairman, Mr. Clark and the secretary were instructed to handle this matter.

Upon motion duly made and seconded it was voted to remove the island in the middle of the driveway in front of the Library to facilitate the movement and parking of motor vehicles. The secretary was instructed to request the Public Works Department to do this work at the expense of the Library.

The resignation of Evan H. Turner, Curator of the Robbins Art Collection was received and accepted with regret.

Mrs. Spofford reported that she had employed Mrs. Elizabeth Epstein of Cambridge, Massachusetts as the Junior Assistant Librarian on a six month's trial basis at the minimum salary of $1924.00. Mrs. Epstein will be in grade six. The Board of Trustees approved the employment of Mrs. Epstein.

There was a discussion as to the possible employment of Mrs. Anna Fitzgerald Paramoure of Mt. Vernon, New York as Head of Circulation. Mrs. Spofford was instructed to obtain further reference and information on her ability.

Mrs. Spofford made her usual monthly report.

Respectfully Submitted,

Secretary

A special meeting of the Board of Trustees of the Robbins Library was held at the Library on October 4, 1950. Present were Trustees Mrs. E. Warren Heaps, Mark W. Bradford, Wilson D. Clark, Jr. and Francis Keefe.

The Trustees agreed that Miss Judith E. Stromdahl, at present librarian of Weston Public Library, had made the greatest impression on them as a possibility to fill the vacancy in the position of librarian upon the retirement of Mrs. Spofford. The secretary was authorized to check her references and to report back to the Trustees as soon as possible.

The Trustees Clark and Keefe went over the future capital projects for the library that might be desirable, and the secretary was authorized to prepare a list of such projects and forward it to the Committee of Finance Programing and Budgeting.

Respectfully submitted,

Francis Keefe

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on October 17, 1950. All of the Trustees were present.

Mrs. Spofford made her usual monthly report and stated that Miss Ann DeCamp of 125 Pleasant Street, Arlington, had been employed as a Junior Assistant in Grade 6, Class 2. Her employment to be on a six month's trial basis.

Evan H. Turner, Curator of the Robbins Art Collection, gave his usual month report.

The secretary was instructed to communicate with Miss Judith E. Stromdahl and request a meeting with her and the Trustees on October 25, 1950, at 7:30 P.M. at the Arlington Five Cents Savings Bank to discuss her possible employment as Librarian upon the retirement of Mrs. Spofford.

There was a general discussion on Library affairs.

Respectfully Submitted,

Secretary

AR 5-8620

LAW OFFICES
FRANCIS KEEFE
622 MASSACHUSETTS AVENUE
ARLINGTON 74, MASS.

FRANCIS KEEFE
JOHN J. DRISCOLL
SHERMAN DAVISON

November 9, 1950.

Mr. Wilson D. Clark, Jr.,
25 Peabody Road,
Arlington, Mass.

Re Estate of M. Helen Teele

Dear Mr. Clark:

Enclosed find check in the amount of $1000.00, payable to Robbins Public Library, representing payment of the legacy due the library under the third clause of Miss Teele's will, which reads as follows:

"THIRD: I give the sum of One Thousand Dollars ($1000.) to Robbins Public Library of Arlington, Massachusetts, to be expended under the direction of the library trustees, for general library purposes."

Will you please sign the enclosed release and return it to me.

Thanking you, I am,

Very truly yours,

Francis Keefe

encs.
fk-k

LAW OFFICES
FRANCIS KEEFE
622 MASSACHUSETTS AVENUE
ARLINGTON 74, MASS.

FRANCIS KEEFE
JOHN J. DRISCOLL
SHERMAN DAVISON

November 9, 1950.

Mr. Wilson D. Clark, Jr.,
25 Peabody Road,
Arlington, Mass.

Re Estate of M. Helen Teele

Dear Mr. Clark:

Enclosed find check in the amount of $1000.00, payable to Robbins Public Library, representing payment of the legacy due the Library under the third clause of Miss Teele's will, which reads as follows:

"THIRD: I give the sum of One Thousand Dollars ($1000.) to Robbins Public Library of Arlington Massachusetts, to be expended under the direction of the Library trustees, for general library purposes."

Will you please sign the enclosed release and return it to me.

Thanking you, I am,

Very truly yours,

encs.
FK-K

Stanley M. Ryerson,
Architect

Registration
No. 410

24 Franklin St
Belmont 78, Massachusetts.

November 14, 1950.

Trustees of the Robbins Public Library
Arlington, Massachusetts.
Wilson D. Clark,Jr, Chairman.

Dear Sir,-

At your request I have obtained costs for the installation of a new bronze doorway in the children's entrance of the Robbins Library. This would be similar in design and construction to the one previously installed in the main entrance in 1947.

H. A. Seeley, 77 Summer St., Boston, Mass. (Bronze doors, frame and transom)	$ 2970.00
Gatchell Glass Co.,Inc. 46-48 No.Beacon St. Watertown, Mass. (Plate glass)	82.00
Boston Plate and Window Glass Co., 40 Wormwood St. Boston (Plate glass)	89.00
Capitol Glass Co., Inc., 183 Shawmut Ave., Boston (Plate glass)	90.00
Mr. Arthur Allen, 17 Flint Ave., Stoneham, Mass (Removing present doors and transom & protecting enclosure during construction)	125.00
Using the Gatchell figure of $84.00 for glass the cost of the installation would amount to	$ 3177.00
Architects fee	317.70
Total	$ 3494.70

Tel BE - 5- 1254 M

Very truly yours

Stanley M. Ryerson.

copy Robbins Library, December 27, 1950.

Sent to Mr Teele Dec 27 1950

Stanley M. Tyerson,
Architect

Registration
No. 410

Belmont 78, Massac

November 14, 1950

Trustees of the Robbins Public Library
Arlington, Massachusetts.
Wilson D. Clark,Jr., Chairman.

Dear Sirs,-

As your request I have obtained costs for the installation of a new bronze doorway in the building's entrance of the Robbins Library. This would be similar in design and construction to the one previously installed in the main entrance in 1907.

K. A. Beeley, 77 Exeter St., Boston,Mass. (Bronze doors, frame and transom) $ 2970.00

Gatchell Glass Co.,Inc. 66-68 No.Beacon St. Watertown, Mass. (Plate glass) 80.00

Boston Plate and Window Glass Co., 90 Norwood St. (Plate glass) 80.00

Cosgrol Glass Co., Inc., 183 Summer Ave., Boston. (Plate glass) 90.00

Mr. Arthur Allen, 17 Pine Ave., Stoneham, Mass (Removing present doors and transom & protecting enclosure during construction) 125.00

Using the Gatchell figure of $80.00 for glass the cost of the installation would amount to $ 3175.00

Architects fee 317.50

Total $ 3492.50

Tel BE - 5- 1254 M

Very truly yours

Stanley M. Tyerson.

copy Robbins Library, December 27, 1950.

A regular meeting of the Board of Trustees of the Robbins Library was held at the Library on November 14, 1950, all of the Trustees being present.

Trustee Roscoe O. Elliott resigned as a library member on the Town Committee appointed to investigate library facilities at East Arlington, and Trustee Mark W. Bradford was ~~appointed~~ RECOMMENDED in his place. Mr. Elliott resignation was due to the fact that he had been appointed to another important Town Committee that would take up a good deal of his time.

The M. Helen Teele legacy in the amount of $1000.00 was received from her estate, and upon motion duly made and seconded, it was voted to establish the M. Helen Teele Fund and to use the income therefrom for general library purposes. It was further voted that the legacy be turned over to the Town Treasurer to invest in a U. S. Series G Bond.

The bill for the Westinghouse water cooler in the amount of $195.00 was received and approved. Upon motion duly made and seconded, it was voted to pay the bill from Funds.

Architect Stanley M. Ryerson was present at the meeting and submitted an estimate for the installation of a new bronze doorway in the children's entrance of the library. The total estimate was $3494.70, and a copy of the estimate is annexed hereto. A lengthy discussion of the matter took place. Mr. Ryerson stated that the general contractor, H. A. Seeley, could not guarantee prices and that any increase in price would have to be assumed by the library. The secretary was requested to talk to Mr. Seeley and determine as best he could the possibility of obtaining a contract that would protect the Library from too great a fluctuation in price. It was decided to go forward with the plans for having the new bronze door installed subject to a check on the Funds by the Secretary to see if it is sufficient to make the expenditure without undue strain.

A communication from Russell T. Hamlet, Town Counsel, was read by the Secretary to the effect that under the provision of General Laws Chapter 41, Sections 111 through 111E, as amended that it was possible to pay Mrs. Spofford her salary in lieu of her vacation time not used in the years 1949, 1950 and 1951. The secretary was instructed to check on this matter with the Town Accountant, Mr. Needham.

Mrs. Spofford gave her usual monthly report.

Mrs. Spofford stated that an application for employment had been received from Mrs. Evelyn Colcord, at present, librarian, in Gardiner, Maine. Trustee Heaps and Mrs. Spofford had interviewed Mrs. Colcord and had been much impressed with her qualifications and experience. She appeared to be a very

experienced and able applicant and might well be qualified to fill one of the more important vacancies in the library staff. Upon motion duly made and seconded, it was voted to offer her a position as Senior Assistant in Grade IX, Step 2 carrying a salary of $2561.00. This was to be subject to a further check on the references of Mrs. Colcord and subject to the usual probationary period of six months.

Another application for employment was received from Mrs. Adele Hirsch of Winthrop, Mass., a recent graduate of Simmons Library College, and after considerable discussion, the Librarian was authorized to employ her as a Junior Assistant Grade VII at the minimum salary of $2054.00.

There then followed a long discussion on the proposed budget for 1951 which was gone over item by item. A copy of the proposed budget is annexed hereto. There were certain changes recommended in Grades which changes were indicated by the training and experience acquired by the respective employees. A list of such proposed changes is annexed hereto. The only capital expenditure requested was the sum of $750.00 for the purchase of a microfilm projector and the necessary film in order to make a start on the microfilming of the older local papers and other items of town and historical importance. It is hoped in time to develop this project more fully.

Upon motion duly made and seconded, it was voted to purchase a new catalogue case for the sum of $615.00 to be paid for from Funds.

Mrs. Spofford was authorized to investigate the purchase of a new desk for the Librarian and to communicate with the Chairman of Trustees before purchasing it.

Respectfully submitted,

Francis Keefe

667

ROBBINS LIBRARY.

MARILYN KENNEY.

rlington, girl, High School graduate.
taff member April 18, 1949.
art time June, 1944.
ull Time May, 1948.
ssistant Non-Professional as of December, 1949.

	Grade II	- step 2	Salary $ 1,508.00
January 1950	Grade IV	- min.	Salary $ 1,729.00

Took course in catalogueing, 15 weeks cost $14.00
Now catalogueing Children's books under supervision, has harge of discards and replacements. In charge in Junior ibrary on afternoons when Children's Librarian is away.
ctober 1950 - taking course in Reference 15 weeks cost $14.00
ourse recommended in order to get State Certificate.

REQUEST.

resent status -	Non-Professional	Grade IV	min.	$ 1,729.00
	to			
rofessional -	Junior Assistant	Grade VI	min.	$ 1,924.00
		Increase		$ 195.00

****

HELEN WHITEMAN.

rlington girl. College graduate - Miami University 1936.
taff member July, 1949.
egan work January, 1949.
o Library experience as of December, 1949.

unior Assistant	Grade VI	min.	$ 1,924.00
anuary 1950	Grade VI	step 1	$ 2,015.00

REQUEST.

resent status -	Junior Assistant	Grade VI	step 1	$ 2,015.00
	to			
	Junior Assistant	Grade VI	step 3	$ 2,210.00
		Increase		$ 195.00

This request is made in order to bring this Junior ssistant up to the salary of other College graduates taken into he Library in August 1949, who started in

Junior Assistant -	Grade VI	step 1	and in
anuary 1950 changed to	Grade VI	step 2	
his year will be moved to	Grade VI	step 3	$ 2,210.00

Miss Whiteman in the fall of 1949 and winter of 1950 took eference course 14 weeks, cost $14.00 and Children's work 4 weeks, cost $14.00. Both courses are required in order to get tate Certificate. Both give examinations.
Miss Whiteman is in charge of overdues and is an efficient irculation desk assistant, helps on reference in emergencies. as taken charge one day each week at both Dallin Branch and ast Branch when the Branch Librarians have their day off.

Sent with Budget

F ARLINGTON
ACHUSETTS

1951 Budget

LIBRARIES

SHEET 33

T 1951

	Appropriated 1950	Expended 1950	Requested 1951	Recommends
rsonnel Services	$54,990.00		$57,551.00	
penses	24,825.00		28,000.00	
	$79,815.00		$85,551.00	
rsonnel Services:				
Librariam	$ 4,693.00		$ 4,693.00	
Librarian Emeritus				
Assistant Librarians)				
Part time Assistants)	42,614.00		44,824.00	
Library Services	$47,307.00		$49,517.00	
Janitors	7,683.00		8,034.00	
Total Personnel Services	$54,990.00		$57,551.00	
penses:				
Books	$10,500.00		$11,500.00	
Periodicals	1,100.00		1,200.00	
Bindery	2,500.00		2,500.00	
Record Library	000.00		500.00	
Total Books, Periodicals, Bindery and Record Library	$14,100.00		$15,700.00	
ildings and Grounds:				
Repair and Maintenance -				
Miscellaneous Supplies	$ 1,700.00		$ 2,000.00	
el	3,250.00		3,500.00	
ght	2,000.00		2,100.00	
lephone	375.00		600.00	
fice Maintenance and Supplies-				
Postage, Advertising, and				
Miscellaneous Expenses	2,500.00		3,200.00	
nt-East Arlington Branch	900.00		900.00	
Total Buildings, Fuel, Light, etc.	$10,725.00		$12,300.00	
Total Expenses	$24,825.00		$28,000.00	
Total Appropriation	$79,815.00		$85,551.00	
PITAL OUTLAY	$ 4,000.00			
Plans and changes in interior Main Library.				
Extraordinary replacements both Main Library and Dallin Branch.				
Microfilm Equipment and micro-filming			$ 750.00	

A regular meeting of the Trustees of the Robbins Library was held at the Library on December 19, 1950 at 7:30 P. M., all of the Trustees being present.

The Secretary was instructed to communicate again with Town Accountant Clarence A. Needham to determine finally when Mrs. Spofford's accumulated vacation salary could be paid to her in lieu of the vacation which she will be unable to take.

The Secretary was also requested to notify Mr. Needham relative to the purchase of a new catalogue case for the Library. It is not planned to have competitive bids as the amount involved is $615.50. The other library furniture with which this case will be placed was purchased from the Library Bureau Division of Remington Rand Company, and in order to make a match of the new case with the old furniture, it should be purchased from the same company.

A communication from Rev. Milton V. Gustafson, Pastor of Trinity Church requesting the use of the Library Hall at Arlington Heights for their 11 o'clock Sunday Worship Service from Sunday, December 31, 1950 to Sunday, April 1, 1951, was received and read. This Church Group is about to begin a building program in Arlington Heights to provide for the construction of its own church and is, at present, without a place to meet. Upon motion duly made and seconded, it was voted that permission to use the Hall at the Library be granted in accordance with the request for the period mentioned, a charge of $5.00 a meeting to be made to cover the cost of heat and light. The letter from Rev. Milton V. Gustafson is attached hereto.

Upon motion duly made and seconded, it was voted to close the Library at 6 P. M. on the Saturday nights preceding Christmas and New Years.

Mrs. Spofford gave her usual monthly report and requested permission to pay such bills as might be presented after the end of the year, and such other bills as might become due and for which budget funds might not be available, from Library Funds.

The Secretary reported that the Finance Sub-Committee on the Library Budget would be able to meet with the Trustees on January 4, 1951, and with that in mind, the next meeting of the Trustees was set for that date at 7:30 at the Library.

Respectfully submitted,

Francis Keefe

BOARD OF AMERICAN MISSIONS
OF THE AUGUSTANA LUTHERAN CHURCH

Office of the Regional Director
New England Area
Rev. Milton V. Gustafson
86 Mount Vernon Street
Arlington, Massachusetts

2445 PARK AVENUE
MINNEAPOLIS 4, MINNESOTA

Dec. 18, 1950

To the Board of Trustees
Robbins Memorial Library
Town of Arlington

Dear Sirs:

On behalf of the Board of Administration and the members of Trinity Lutheran Church, I wish to take this opportunity of expressing our sincere appreciation for the kindnesses extended us in the emergency use of the Library Hall in the Heights for our 11:00 O'clock Sunday Worship Services during these recent weeks. It certainly has pulled us out of a rough spot and has enabled us to carry on uninterruptedly in Arlington since November 1st when we transferred our entire Church program to Arlington.

While the actual papers have not yet been passed, our Church in Somerville has been sold. We have been carrying on a part of our activity in the form of our Sunday School and occasional services of worship in Arlington for three years. Now all of our parish activity is carried on here and we are definitely to become a community church, serving the residents of Arlington more than any other community. We are seeking to tie up in purchase a parcel of land in Arlington Heights near the Standpipe, where it will be our intention to begin building our first unit of the Church late in the Spring or early in the Summer of 1951.

Therefore, at the regular meeting of our Board of Administration, held on Tuesday, December 12th, the following decision was unanimously passed: That a request for the extension of the use of the Library Hall at the Dallin Branch for the Sunday Worship Services at 11:00 O'clock each week be made. That the period for which such request be made be from Sunday, December 31st, to Sunday, April 1, 1951. That it be understood that Trinity Lutheran agrees to make such remunerations or donations as shall be acceptable for janitorial services and for the light and heat to provide for our use of the facilities.

We trust that you gentlemen may see fit to honor our request and assist us in making our relocation from Somerville to Arlington complete. We feel that our denomination has something to offer the people of the Heights Area that is much needed in that section near the standpipe and toward the turnpike.

Respectfully yours,
Milton V. Gustafson
Milton V. Gustafson, Pastor
Trinity Lutheran Church

REV. MALVIN H. LUNDEEN, PRESIDENT · MRS. DANIEL T. MARTIN, VICE-PRESIDENT · DR. EMIL SWENSON, SECRETARY · MR. OTTO LEONARDSON, TREASURER · DR. S. E. ENGSTROM, EXECUTIVE DIRECTOR

ISTRATION
NO. 410

STANLEY M. RYERSON
. . ARCHITECT . .

24 FRANKLIN STREET
BELMONT 78, MASSACHUSETTS

November 14, 1950.

Trustees of the Robbins Public Library,
Arlington, Massachusetts.
Wilson D. Clark,Jr. Chairman,

Dear Sir,-

At your request I have obtained costs for the installation of a new bronze doorway in the children's entrance of the Robbins Library. This would be similar in design and construction to the one previously installed in the main entrance in 1947.

H. A. Seeley, 77 Summer St., Boston,Mass. (Bronze doors, frame and transom)	$ 2970.00
Gatchell Glass Co.,Inc., 46-46 No.Beacon St.,Watertown,Mass (Plate Glass)	82.00
Boston Plate and Window Glass Co.,40 Wormwood St.,Boston (Plate Glass)	89.00
Capitol Glass Co., Inc.,183 Shawmut Ave., Boston,Mass. (Plate Glass)	90.00
Mr. Arthur Allen, 17 Flint Ave., Stoneham,Mass. (Removing present doors and transom & protecting enclosure during construction)	125.00

Using the Gatchell figure of $82.00 for glass the cost of the installation would amount to $3177.00

Architects fee ---------- 317.70

Total $ 3494.70

Tel BE - 5- 1254 M

Very truly yours,

Stanley M. Ryerson.

Stanley M. Ryerson.

ROBBINS LIBRARY

TOTAL COST OF MAINTENANCE 1950

	Town Appropriation	Funds	Capital Outlay	Total
laries	$ 49,501.15			$ 49,501.15
oks	10,725.97			10,725.97
eriodicals	1,010.90			1,010.90
Bindery	2,318.85			2,318.85
lding-Grounds	2,017.85	787.70	265.00	3,070.55
l	2,484.74			2,484.74
ght	1,656.50			1,656.50
lephone	506.90			506.90
Others	3,028.78	28.67		3,057.65
t	900.00			900.00
TOTAL	$ 74,151.65	816.37	265.00	$ 75,233.02

urned to the Town from Fines, etc: $ 3,356.03

HOBBINS LIBRARY

TOTAL COST OF MAINTENANCE 1950

	Town Appropriation	Funds	Gen'l Outlay	Total
TOTAL				

Paid to the Town from Fines, etc:

ROBBINS LIBRARY

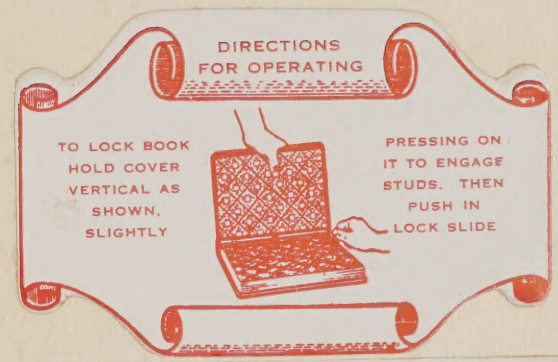
APPROPRIATION -- EAST BRANCH
(remodeling)

Total Appropriation 1949		5,500.00
Expended 1949 - Rent		150.00
Balance January 1, 1950		5,350.00
Expended 1950 - All others		5,339.43
Balance January 1, 1951		10.57
Expended from Appropriation	5,489.43	
Expended from Funds	379.50	
Total Expenditure	5,868.93	

ROBBINS LIBRARY

Trust Fund Balance :	
January 1, 1951	13,576.77
Income during 1950	
Total	
Expended during 1950:	
Building	787.70
All others	28.67
Total Expended	816.37
Balance December 31, 1950	

Robbins Art Fund
Expended 1950 350.00



TO PERMANENTLY LOCK

SEE THAT ALL STUDS ARE ENGAGED BY SLIDING PINTLES, WITH KEY TWIST OFF HOOKED END OF SLIDE AND WITH ROD END OF KEY PUSH SLIDE TO ENGAGE LOCK.

STUD NUMBER
146

PF5H

McMILLAN

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